

**Evergreen Garden Club**  
**By-laws as amended 02/06/2024 – Approved 03/20/2024**

**Preamble**

It is stated in Article 2 of the Constitution of the Evergreen Garden Club, Inc., a charitable, non-profit organization, established December 12, 1956, as follows:

*The object of this club shall be to stimulate the knowledge and love of gardening among amateurs; to aid in the protection of native trees, plants and birds; and to encourage civic planting.*

Also established in 1962 as follows:

The Evergreen Garden Club, Inc. having acquired Mariners Memorial Park, Deer Isle, Hancock County, Maine states:

*Another object of this club shall be to maintain and promote Mariners Memorial Park as a park open to the public for low impact recreation.*

Activities of the Evergreen Garden Club shall consider not only the interests of its current members, but also the benefits that might be enjoyed by future members of the organization and by the community.

Activities are to be organized and planned that further the objectives of this organization as stated above. The following are intended as by-laws, supporting the activities and actions of the Evergreen Garden Club, Inc. (the organization) as modified from the original and as may be modified in the future.

**ARTICLE I**  
**General**

**Section 1 – PURPOSE**

The purposes of this organization are to maintain and preserve Mariners Memorial Park, Deer Isle, Hancock County, Maine as a park open to the public for low impact recreation; to promote the knowledge and love of gardening; to aid in the protection of native flora and fauna; and to encourage the citizens of the Deer Isle and Stonington communities to plant native flowers and trees for the beautification and edification of the community.

**Section 2 – TYPES OF MEMBERSHIP AND DUES**

The Executive Committee may at any time establish one or more categories or classes of membership. They may also establish fees associated with any category or class of membership. Categories of membership and dues or fees effective as of the adoption of these revised by-laws shall be as follows:

**A. General Members** are those members in good standing, having paid dues to the Treasurer on or before the annual meeting in March. Individual (\$20), Family (\$20, plus \$10 per additional family member) and Sustaining (\$100) Memberships last for one fiscal year (Mar 1st-Feb 28th); Lifetime Membership (\$500 one-time payment).

### **Section 3 – DUES NOTIFICATION**

The Membership Chairperson shall send out a dues notification to the membership by the third week in January requesting payment by the 1<sup>st</sup> of March. After a grace period of 3 months, any membership with unpaid dues will be forfeited. As a courtesy, the Membership Chair sends reminder notices to non-paying members at the end of March and April.

## **ARTICLE II Election and Duties of Officers**

### **Section 1 – NOMINATION OF OFFICERS**

Sixty days prior to the EGC Annual Meeting, suggestions for nominations for Evergreen Garden Club Officers will be solicited from the membership by the three person Nominating Committee. The solicitation period will end in two weeks. Members may nominate themselves for an office or nominate someone they deem qualified. After the two week ‘Solicitation of Candidates Period’, during which time officers may contact prospective candidates directly, communication between Evergreen Garden Club officers and prospective candidates for office of the club shall be made with the coordination of the Nominating Committee. The Nominating Committee will then determine its slate of officers, considering suggestions received from the entire Membership during the two week “solicitation period”. This slate will be publicized to the full membership 30 days prior to the date of the Annual Meeting and voted on at the Annual Meeting.

Members may submit nominations from the floor at the meeting prior to a vote being taken. If two people are running for the same office, a secret ballot will be taken.

### **Section 2 – ELECTION OF OFFICERS**

The President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, and Treasurer shall each be elected for a term of two years. All officers may be re-elected for 2 terms consecutively. Officers shall be installed at the Annual Meeting in March. Term of office shall begin at the close of the Annual Meeting.

### **Section 3 – DUTIES OF OFFICERS**

**A. The President** shall preside at all meetings of the general membership and the Executive Committee and shall serve as its Chair. The President shall appoint special committees as needed. The President shall perform all duties that generally pertain to this office and shall see that the duties of all officers and committee chairs are performed.

**B.** In the absence of the president, the **1<sup>st</sup> Vice President** shall perform all the duties of the President's office. The 1<sup>st</sup> Vice President shall perform any duties the President requires and also be a member of the Program Committee.

**C. The 2<sup>nd</sup> Vice President** shall be the Chairperson of the Mariners Park Committee.

**D. The Secretary** shall keep records of all general meetings. The Secretary shall send out notices of all meetings and prepare agendas as requested by the President. The Secretary shall conduct the necessary correspondence of the club. Notices of special meetings or other information for the membership shall be sent at the request of the President.

**E. The Treasurer** shall receive all monies, including dues, and shall keep full and accurate accounts of receipts and disbursements in files belonging to the organization.

Monies may be deposited in checking accounts and interest-bearing accounts at a local bank as deemed prudent by the Executive Committee. The Treasurer shall make timely payments on all accounts payable including annual federation dues and shall keep an accurate record of all receipts and expenditures. All bank accounts shall have the authorized signatures of three Evergreen Garden Club Inc. officers, the Treasurer, the President, and the 1<sup>st</sup> Vice President. Normal operating expenses less than \$500.00 do not require special approval of the membership or Executive Committee.

#### **Section 4 – RESIGNATIONS**

Any officer of the organization may resign by filing with the President or appropriate designate a written resignation to take effect upon the day filed or on the date specified by the resigned. The President, with the approval of the Executive Committee, may fill vacancies in unexpired terms of officers. The person chosen shall finish the unexpired term of the position to which they have been appointed.

### **ARTICLE III Executive Committee**

**Section 1** – The Executive Committee shall be composed of the elected officers and shall meet at the call of the President or any two members of the committee. The Committee shall have the power to transact all business of the organization requiring attention in the intervals between regular meetings.

**Section 2** – The Executive Committee shall provide a budget to the general membership to be voted on at the annual meeting.

**Section 3** – The Executive Committee shall have the power to fill all mid-term vacancies in office.

## **ARTICLE IV Committees**

### **Section 1 – RULES OF COMMITTEES**

The following rules apply to all committees. The Committee Chairs shall be appointed by the President with the ratification of the Executive Committee. No committee shall exceed 5 members. The chair will run all meetings. For committees needing money, a budget is to be given to the President for review by the Executive Committee before the Annual Meeting. The chair of each committee is responsible for keeping minutes and forwarding these minutes to the President after each meeting. The chair is also responsible for delivering reports to the membership at each business meeting.

### **Section 2 – THE COMMITTEES**

**A. The Membership Committee** shall be responsible for keeping accurate records of all members. New member information shall be forwarded to the President and Secretary once their dues have been recorded by the Membership Chair.

**B. The Nominating Committee** shall consist of three members, one who will serve as the chair.

**C. The Program Committee** shall be responsible for setting up the slate of programs and field trips that will be held from May to October. The Program Committee shall submit a draft of the program activities in the first fiscal quarter. The Program Chair shall keep all pertinent records relating to each program including costs, attendance, and information on all the speakers.

**D. The Mariners Memorial Park Committee** shall be responsible for the upkeep, activities, and fulfillment of the “Master Plan” of the park.

**E. The Community Gardens Committee** shall be responsible for the upkeep of the community gardens for which the club is responsible. The committee will choose the gardens to be kept. The number of Gardens the club takes responsibility for will be based on the club’s membership numbers, our ability to perform the task, and our available funding. The chair will oversee the work done at these sites.

**F. The Publicity and Fundraising Committee** shall be responsible for the advertisement of events, including programs, and fundraising activities. This committee will also be responsible for raising money for the club, either through sales, events, fundraising letters, and/or grants. The Garden Tour Committee and Plant Sale Committee shall fall under the umbrella of the Publicity and Fundraising Committee and shall report to this committee’s chair.

**G. Special Committees** may from time to time be established by the Executive Committee or by vote of the members. The President shall appoint the chair of such committees.

**ARTICLE V**  
**Meetings**

**Section 1 – ANNUAL MEETING**

The Annual Meeting of the organization shall be held in March. Notice of such meetings shall be sent to the membership by email. The election of officers shall take place at the Annual Meeting. Notice of votes for the entire membership must be sent out at least 2 weeks before the meeting to allow time for proxy votes. Proxy forms shall be sent with the Annual Meeting notice at the discretion of the President.

**Section 2 – GENERAL MEETINGS**

General meetings of the membership shall take place at the discretion of the Executive Committee.

**ARTICLE VI**  
**Quorum and Voting**

For all matters coming before the general membership meeting for a vote, the presence of 7 members in good standing (having paid their dues) shall constitute a quorum. Voting procedures at all meetings will be according to the Simplified Robert's Rules of Order.

**ARTICLE VII**  
**DISSOLUTION CLAUSE**

The Evergreen Garden Club, Inc. shall use its funds only to accomplish the purposes specified in these by-laws and no part of said dues shall inure, or be distributed, to members of the organization for their own use other than as reimbursement for reasonable expenses incurred while performing work for the organization. On dissolution of the organization any funds or other assets remaining after payment of financial obligations of the organization shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic organizations that has a charter similar to the purposes of the Evergreen Garden Club, Inc. and is in accordance with the requirements of the IRS 501.C3 qualifying corporation dissolution rules, to be selected by the Executive Committee.

**ARTICLE VIII**  
**Fiscal Year**

The fiscal year of the organization shall be the year beginning with the first day of March.

**ARTICLE IX**  
**Amendments**

These by-laws may be amended by a vote of a quorum present at any regular or annual meeting as long as the membership has had a full month to review the amendment changes. The by-laws to be amended will contain the complete wording of all proposed by-law changes.

**ARTICLE X**  
**Contracts, Checks, Deposits and Gifts**

**Section 1 – CONTRACTS**

The power to enter into contracts, grants and agreements, sub-grants and sub-agreements shall be vested in the President or the Treasurer. All such contracts shall be approved and ratified by the Executive Committee.

**Section 2 – CHECKS, DRAFTS OR ORDERS**

All checks, drafts, or orders for the payment of money, notes or other evidence of indebtedness issues in the name of the organization shall be signed by the President, 1<sup>st</sup> Vice President, or Treasurer.

**Section 3 – DEPOSITS**

All funds of the organization shall be deposited by the Treasurer or other designated officer, from time to time to the credit of the organization in such banks, trust companies or other depositories as the Executive Committee shall select.

**Section 4 – GIFTS**

The Executive Committee may accept on behalf of the organization any contribution, gift, bequest or device for any purpose of the organization.

**ARTICLE XI Pre-existing By-Laws**

These by-laws supersede and replace all other by-laws and amendments, which may have been adopted by the Evergreen Garden Club, Inc prior to the adoption of these by-laws.

**ARTICLE XII**  
**Parliamentary Authority**

The rules contained in the Simplified Robert's Rule of Order shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the by-laws of the Garden Club Federation or the Evergreen Garden Club Inc.