

West Concord Green Thumbs

By Laws

January, 2011

ARTICLE I – Name, Territory and Office

Section 1 – *Name*. The name of the garden group is the West Concord Green Thumbs.

Section 2 – *Territory*. The West Concord Green Thumbs will primarily conduct activities in the center of West Concord, Massachusetts.

Section 3 – *Office*. There is no principal office of the West Concord Green Thumbs. Meetings are held in members' homes or at larger facilities in town when necessary.

ARTICLE II – Purpose

The West Concord Green Thumbs purpose is to improve, create and maintain selected public gardens within the center of West Concord, to select and fund the hanging flower baskets for the center, and to promote new ways to enhance the beauty of West Concord gardens.

ARTICLE III – Membership

Section 1 – *Criteria for membership*. Any interested person who is dedicated to the mission and purpose of the West Concord Green Thumbs is eligible for membership. Active membership requires participation in the maintenance of selected gardens and/or the annual fundraising effort for the hanging flower baskets. Members are also encouraged to participate in quarterly meetings. Each member should willingly work to establish good community public relations and to serve as needed on various committees of the West Concord Green Thumbs.

Section 2 – *Dues*. Membership dues will be \$10 per year, payable at the first meeting of the calendar year; however, no member shall be excluded for inability to pay

ARTICLE IV – Meetings

Section 1 – *Quantity*. Four regular meetings are held per calendar year; winter, spring, summer and fall. Each specific meeting date is determined by the members in attendance at a meeting for the next meeting, and the location is determined by a member who volunteers to hold the meeting in his/her home. Some meetings may be held at other locations if activities or number of attendees require additional space.

Section 2 – *Time*. Every effort will be made to have both afternoon and evening meetings to accommodate the needs of all members.

Section 3 – *Notice*. Members will be notified of regular meeting dates, times and places approximately 2 weeks prior to the meeting via email or telephone. It is suggested that members respond only if they are unable to attend out of courtesy to the hostess.

ARTICLE V - Officers

Section 1 – *Officers, Election, Term*. The membership by majority vote will elect a President, Vice-President, Secretary and Treasurer. Officers will be elected to hold office for one (1) year from the date of election. Officers shall be eligible for reappointment; however, no officer shall hold the same office for more than two (2) consecutive terms unless otherwise provided by amendment and majority vote. New offices may be created and filled as necessary. All members are encouraged to assume responsibility as an officer at some point during their membership.

Section 2 – *Duties*.

President. The President will preside at all meetings and perform all duties attendant to that office. In general, the President will supervise and control all of the business and affairs of the group. At the conclusion of his/her term, the President shall serve one (1) additional year ex-officio.

President-Elect. The Vice-President will preside at all meetings in the absence of or request of the President. The Vice-President will perform other duties as requested or assigned by the President.

Secretary. The Secretary shall keep the minutes of the meetings of the members, see that all notices are duly given in accordance with the provision of these by-laws, and be custodian of the records of the group. The Secretary shall keep a register of the post office address, email address and phone numbers of each member, and in general, perform all duties assigned to him/her by the President.

Treasurer. The Treasurer shall be responsible for the supervision of an account of all monies received or expended by the group. The Treasurer shall report at each regular meeting the status of the group's finances. A final summary of the year's transactions shall be prepared and presented for approval at the fall meeting of the general membership.

Section 3 – *Compensation*. No elected Officer or member of a Committee shall receive compensation for his/her services. All members will be reimbursed for reasonably incurred documented expenses related to the performance of their duties.

ARTICLE VI – Committees

Section 1 – *Standing Committees*.

- *Hanging Basket Committee*
- *Fundraising committee*
- *Publicity committee*

- *Website Committee*
- Maintenance Committee
- Nominating Committee

Section 2 – *Ad Hoc Committees*. Additional committees may be created and appointed by the President with the consent of the membership as needed for special purposes.

Section 3 – *Quorum and Manner of Acting*. A majority of all the members of the committee shall constitute a quorum for the transaction of business and the vote of a majority of all the members of the committee shall be the act of the committee. Each committee shall submit to the secretary a summary of its actions at the last regular meeting of the year.

ARTICLE VII – Financial Policies

Section 1 – *Fiscal Year*. The fiscal year of the West Concord Green Thumbs shall commence on the first day of January and end on the last day of December.

Section 2 - *Loans*. No loans shall be made by the West Concord Green Thumbs to its Officers, members of committees, or to any other firm, organization or entity.

Section 3 – *Bank Deposits*. All funds of the West Concord Green Thumbs shall be deposited by the Treasurer to such bank or other depositories as the Officers may select.

Section 4 – *Signature Authority*. Three Officers (President, President Elect and Treasurer) of the West Concord Green Thumbs will have signature authority for the checking account.

ARTICLE VIII – Amendment Procedure

These By-Laws may be amended, repealed, or altered in whole or in part by a majority vote of the membership at any regular meeting, or at any special meeting called for that purpose, provided prior notice is given.

ARTICLE IX – Dissolution

Section 1 – *Residual Assets*. Upon dissolution of the group, any residual assets shall be donated to a not-for-profit organization with purposes consistent with the West Concord Green Thumbs.

These By-Laws were unanimously approved by the Officers and General Membership of the West Concord Green Thumbs on January 24, 2011. Implementation becomes effective immediately following the vote.

