

## **SOUTHBOROUGH GARDENERS STANDING RULES**

### **RULE 1**

#### **MEMBER PARTICIPATION REQUIREMENTS**

- A. The Club shall have no more than forty (40) Active members.
- B. Each year every Active member must:
  - I. attend at least four (4) regular meetings;
  - ii. serve as an officer or on one or more committees; and
  - iii. participate in
    - a) November Guest Day
    - b) The Plant Sale
    - c) Hospitality, and
    - d) A community beautification or conservation project.
- C. Honorary members shall not be required to participate in projects and activities of the Club but are encouraged to do so.
- E. For Active member's membership requirements, two workshops, including summer workshops/meetings, may take the place of one regular meeting; the Plant Sale and November Guest Day each constitute a meeting.
- F. Members representing the Club elsewhere at the same time as a Club business meeting shall be considered in attendance at that business meeting.

### **RULE 2**

#### **MEETING PROTOCOL**

- A. An Active member is expected at each meeting unless she/he contacts the event chairman.
- B. An Honorary member must telephone the event chairman of a meeting if planning to attend.
- C. Any member who is not a member of the Executive Board and wishes to attend an Executive Board meeting shall notify the President.
- D. There are to be no children at meetings.

### **RULE 3**

#### **PROSPECTIVE MEMBERS**

- A. A prospective member must attend a business meeting before she/he can submit an application for membership.
- B. A member must be a member of the Club for one year before she/he can propose a new member.
- C. Any member of a Federated Garden Club who wishes to transfer membership to the Club will be granted an Active membership or, if applicable, be placed at the top of the waiting list. The order of the waiting list is dependent upon the date the request is received.

### **RULE 4**

#### **RESIGNATIONS AND REINSTATEMENT**

- A. Resignation of a member should be made in writing to the President or Copresidents.

- B. Any former member who moves and then returns to Southborough and wishes to be reinstated shall have his/her name placed at the head of the waiting list, if applicable.
- C. Any member in good standing, who resigns from the Club for a sufficient personal reason and wishes to return as a member, may do so or, if applicable, be placed at the top of the waiting list.

**RULE 5**  
**GUESTS**

Guests are welcome to attend Club meetings on a reservation-only basis after checking with the Meeting Chairman. Specific Club events are open to the public including but not limited to November Guest Day, Greens Workshops, and the Plant Sale. For these events guests do not need a reservation.

**RULE 6**  
**SPENDING AUTHORITY**

All expenditures not set forth in the Budget:

- A. The Executive Board shall have authority to approve Operational Expenditures and disbursement of Community Funds up to \$200.
- B. The membership shall authorize Operational Expenditures and/or disbursement of all Community Funds in excess of \$200 but less than \$500 by a majority vote of the membership present at the business meeting.
- C. The membership shall authorize Operational Expenditures and/or disbursement of Community Funds equal to \$500 or more by ballot vote provided that the membership has received written notice of the requested expenditure one week or more in advance of the requested vote.

**RULE 7**  
**SYMPATHY PROTOCOL**

In the event of the death of a Club member a \$100 flower arrangement shall be sent to the deceased's family or other equivalent donation made in the deceased's name, as determined by the Board. The Corresponding Secretary shall write a condolence card to the family expressing the sympathy of the Club, and mentioning the donation if such was made. In the event of the death of an immediate family member of a Club member (husband, wife, father, mother, or child), an appropriate note or card shall be sent by the Corresponding Secretary.

**RULE 8**  
**DUTIES OF THE HOSPITALITY COMMITTEE**

It is the duty of the Hospitality Committee to arrange for the provision of refreshments at the business meetings. In doing so the Hospitality Committee shall:

- A. Check with the Meeting Chairman on specific needs, purchase coffee supplies, prepare coffee/tea, prepare tea table.
- B. Coordinate table arrangement.
- C. Be familiar with the kitchen and any equipment you may be using.
- D. Have everything set up before the meeting.

- E. Keep track of all expenses and give receipts to the Treasurer.
- F. Get volunteers signed up, when necessary, to work in the kitchen to set up for the meeting and clean up following the meeting.
- G. Maintain the Club-owned linens, coffee urns and water dispenser.

#### **RULE 9**

#### **DUTIES OF THE TOWN BEAUTIFICATION AND CONSERVATION COMMITTEE**

It shall be the duty of the Town Beautification and Conservation Committee to organize all beautification, educational, outreach and conservation projects, including Flowers for Friends, Library Flowers, Holiday Wreaths, and the maintenance of Southborough Community Projects.

#### **RULE 10**

#### **DUTIES OF THE MEETING CHAIRMAN**

- A. Send contract to speaker (be familiar with all the specifics).
- B. Check back with the speaker two weeks before the meeting to confirm all details.
- C. Be responsible for having all needs and equipment necessary for speaker.
- D. Be available to help speaker unload and reload car. Have helpers if necessary.
- E. Introduce speaker at meeting. Be prepared with background information and check it with the speaker before the meeting.
- F. Check with the host/hostess, if any, regarding his/her needs such as extra chairs, parking, refreshment time, etc.
- G. Have check from the Treasurer ready for the speaker (mileage and expenses may have to be added)
- H. Coordinate venue requirements such as setup, cleanup, rental(s), and insurance.
- I. Check with the Communications Committee Chairman if newspaper articles, posters, or pictures are to be used.

#### **RULE 11**

#### **AMENDMENTS**

The Standing Rules may be amended at any regular meeting or the Annual Meeting of the Club by a majority vote of the Active members present.

#### **RULE 12**

#### **GUIDELINES FOR SPONSORING A NEW MEMBER**

The prospective member should actively desire to support the objectives of the Club, attend at least four (4) meetings a year, be interested in community beautification projects, workshops and be willing to assist when asked. The prospective member must attend a regular meeting before applying for membership and include a letter of interest. The sponsoring member should review the Bylaws and Standing Rules with the prospective member and submit a letter of recommendation.

Once a prospective member has been accepted as a member, the sponsor should accompany her/him or make accommodations for her/him to be welcomed at the first few meetings. The

sponsoring member shall also make every effort to see that the new member actively participates and will provide the new member with whatever guidance as may be needed. An active member may sponsor one new member a year. If a sponsoring member changes status, a replacement sponsoring member must be submitted. All letters shall go to the Membership Chairman.

Annual dues are payable upon notification of election to membership. The membership of anyone whose dues remain unpaid after the November meeting shall be considered forfeited.

I have reviewed the objectives of the Southborough Gardeners with:

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(Applicant's name)

She/he understands her/his obligations as a new member and agrees to abide by the Southborough Gardeners By-laws and Standing Rules.

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(Signature Sponsoring Member)

**APPLICATION FOR MEMBERSHIP IN  
SOUTHBOROUGH GARDENERS**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: (home) \_\_\_\_\_  
(cell) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SPONSORING MEMBER: \_\_\_\_\_  
(Print Name and Sign)

DATE OF REGULAR MEETING ATTENDED \_\_\_\_\_

Southborough Gardeners was incorporated for the purpose of educating and promoting the public's interest in gardening, horticulture, floral design, conservation and beautification of our homes and civic landscapes. By making this application, I am currently a resident of Southborough and agree to abide by the Bylaws and Standing Rules of the Southborough Gardeners including:

- Each year attending at least four (4) meetings,
- Actively serving on one or more appointed committees,
- Contributing to Hospitality,
- Participating in one or more community beautification or conservation projects, the November Guest Day, the Plant Sale, and
- Contributing to Library Flowers

I understand that dues are to be paid by the November meeting. I further understand that I must fulfill all these obligations to remain a member in good standing. I hereby grant the Club permission to use my image for any lawful purpose, such as publicity, illustration, advertising, and online content.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

Please note that I am interested in serving on the following committee(s):

- \_\_\_\_\_ Hospitality
- \_\_\_\_\_ Program (Program Creation)
- \_\_\_\_\_ Ways and Means (Fund-Raising)
- \_\_\_\_\_ Communication
- \_\_\_\_\_ Town Beautification and Conservation
- \_\_\_\_\_ Flower Arranging