



Maynard Community Gardeners Club Charter

Originally approved October 2004

Last updated January 10, 2010

Mission Statement

The Maynard Community Gardeners are dedicated to sharing a common interest in horticultural activities, promoting town beautification, and creating gardening opportunities for all.

Role of Officers

President

The President shall facilitate club decision making regarding planning and spending by chairing and moderating planning meetings. The President will oversee long-range planning and budget decisions. The President will act as a coordinator and facilitator for the Committee Chairs, advocate of club activities, and public spokesperson for the club. The President will focus on the big picture as defined by the Mission Statement in order to guide the MCG towards functioning as a group.

The following tasks are the responsibility of the president to fulfill personally or to delegate to another member:

- I. Meetings
 - A. Moderate planning meetings, keeping the meeting focused on the agenda.
 - B. Accept agenda items from club members.
 - C. Construct a prioritized planning meeting agenda, to be published to all club members several days prior to meeting date (Monday for a Thursday meeting).
 - D. Collect and present status updates from Committee Chairs who cannot attend planning meetings.
 - E. Summarize decisions made at end of planning meeting to clarify who is

responsible for tasks discussed.

- F. Attend 8 of 10 planning meetings throughout the year (not to be delegated).
 - G. Call for a vote when appropriate.
 - H. Serve as primary auditor of the financial records of the club.
 - I. Act as second signatory for the checkbook.
- II. Leadership and Advocate of Club Activities
- A. Be an enthusiastic supporter of and participant in club activities.
 - B. Encourage participation of members in club activities and committees.
 - C. Recognize contributions and accomplishments of individuals and committees.
 - D. Write "President's Letter" for the newsletter as a vehicle for encouraging participating in activities and recognizing contributions.
 - E. Propose a nominating committee to be announced prior to and approved during a planning meeting.
 - F. Field questions from the community and relay information to appropriate CC.

Requirements for election of President:

- Candidates for President must have been a member of MCG for at least one year.
- Candidates for President must have attended at least 7 total planning meetings.

Terms of office:

- The term of President is one year.
- There is a limit of 3 consecutive years in one office.
- The President must give at least one month's notice of resignation to the nominating committee.

Vice President

These tasks are the responsibility of the Vice President to fulfill personally or delegate to another member:

- II. Support and Leadership
 - A. Act as a support and backup to the President by completing agreed upon tasks during the year and filling in for the President when the President is absent.

- B. Attend 6 out of 10 planning meetings throughout the year (not to be delegated).
- C. Be an enthusiastic supporter of and participant in club activities.

III. Secretarial Duties

- A. Record and distribute meeting minutes. Those present at the meeting will be given a chance to correct contents of minutes before distributing to all club members. Meeting notes should be distributed to club members at least 10 days before the next meeting to allow members to read and add items to agenda for next meeting.
- B. Ensure that thank-you notes are written to guest speakers and others when appropriate.

IV. Membership Duties

- A. Maintain the membership database.
- B. Welcome new members to the club.
- C. Solicit renewals from existing members.

Requirements for election of Vice President:

- Candidates for Vice President must have been a member of MCG for at least one year.
- Candidates for Vice President must have attended at least 7 total planning meetings.

Terms of office:

- The term of Vice President is one year.
- There is a limit of 3 consecutive years in one office.
- The Vice President must give one month's notice of resignation to the President.

Treasurer

The treasurer will maintain, track and report on the club's finances.

These tasks are the responsibility of the Treasurer to fulfill personally:

- I. Checking Account
 - A. Write checks for approved expenditures upon receipt of invoices/receipts.
 - B. Make deposits to checking account.
 - C. Reconcile account on monthly basis.

II. Record-keeping

- A. Provide monthly financial report at planning meetings. The monthly report will consist of spending by each committee, remaining annual budget for each committee, and unbudgeted account balance.
- B. Provide yearly income and spending breakdowns for use in development of club's annual (and long-range) budgets.
- C. Notify Vice President of new/renewed members if payment is received directly.

V. Long-term planning and budgeting

- A. Monitor that spending is within committee budgets
- B. As planning board member, participate in club planning and budgeting decision making
- C. Attend 5 out of 10 planning meetings throughout the year.

Requirements for election of Treasurer:

- Candidates for Treasurer must have been a member of MCG for at least two years.
- Candidates for Treasurer must have attended at least 7 total planning meetings.

Terms of office:

- The term of Treasurer is one year.
- There is a limit of 3 consecutive years in one office.
- The Treasurer must give one month's notice of resignation to the President.

Committee Chairs

The following tasks are the responsibility of each Committee Chair to fulfill personally or to delegate to another member:

I. Planning and Budgeting

- A. Attend 6 out of 10 planning meetings throughout the year.
- B. Provide committee update at monthly planning meetings (in person or writing) if there is new business from the committee that needs to be shared with the planning board.
- C. As planning board member, participate in club planning and budgeting decision making.

- D. Seek planning committee advice/approval on committee activities as required (either at monthly planning meeting or via e-mail).

II. Communication

- A. E-mail reminders of committee events to the MCG distribution list.
- B. Provide articles about committee activities for newsletter as appropriate.
- C. Keep planning board and membership informed of committee activities.

III. Leadership

- A. In conjunction with other committee members, plan and execute committee activities and projects.
- B. Recognize efforts of individuals within the committee.
- C. Head efforts to recruit members needed to carry out committee activities

Requirements for election of Committee Chair:

- Candidates for Committee Chair must have been a member of MCG for at least two years.
- Candidates for Committee Chair must have attended at least 5 total planning meetings.
- Candidates for Committee chair must have participated in the committee's activities.

Terms of office:

- The term of Committee Chair is one year.
- The Committee Chair must give one month's notice of resignation to the President.

Election Process

Method for selecting candidates for all offices, including Committee Chairs:

- A nominating committee, consisting of three members, will be selected by the President, to be announced prior to a planning meeting and approved at a planning meeting.
- The three members of the nominating committee will be the following:
 - o One MCG officer
 - o One Committee Chair

- One member-at-large (a member who is not on the planning committee)
- The role of the nominating committee will be to announce a search for new members, speak with potential candidates, and nominate them for election to office.
- Open nominations from the membership will also be accepted.

Method for electing officers:

- The nominations for officers will be announced prior to being voted on during an MCG meeting (either a planning meeting or social event).
- Elections will be held each year in March, beginning in 2005.
- Members who cannot attend the elections may send their votes to the meeting chair via e-mail or paper mail.

Decision-Making Process

Decisions regarding pre-planned and budgeted projects under the jurisdiction of Committee Chairs may be made by the Committee Chairs.

Routine decisions, such as choosing dates for events, may be made during a planning meeting with consensus of only those present. Any meeting attendee has the right to request a vote, which will then be delayed until the next meeting.

Decisions regarding a project/event that affects other committees, requires participation of multiple members, involves a commitment of more than 3 months and/or needs a new budget allocation over \$100 as well as decisions that reflect a significant change in club policy will require a discussion and vote. This will occur at a planning meeting that follows the one at which the topic is presented. Members who wish to comment and/or vote can attend the meeting or do it by email/phone.

Budget and Long-Term Planning

The club will create and approve an annual budget in June effective for the fiscal year, which will be July 1st to June 30. The budget will consist of planned spending for each of the committees and officers.

The club will create and approve an annual calendar in August for the period September through June, after the budget has been approved. The calendar will cover all planned activities, including social events, programs, planning meetings, and newsletter deadlines.

Collection of Dues

Dues for Maynard Community Gardeners are \$20, due annually. All members' dues are collected in May. If a member joins anytime during a given calendar year, their dues are

renewable May of the following year regardless of the date they originally joined. A member's dues must be current at the time of the member plant sale in order to participate in the member plant sale.

In April and May, a notice will be printed in the newsletter indicating that dues are to be paid. Members who have not paid by the end of May will receive a 'dues are due' notice by email or regular mail. If a member has not paid by June 30, they will be removed from the membership list.