Sandown Garden Club
Membership Information

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Section 1: Garden Club Overview
Revised 2019

- The Sandown Garden Club (SGC) was founded in April 2008.
- SGC is a member of the New Hampshire Federation of Garden Clubs and the National Garden Clubs, Inc.
- Our club symbol is the pink Lady's Slipper Orchid (*Cypripedium acaule*), which grows wild in the mixed hardwood and pine forests in Sandown.

Our purpose is to share the knowledge of gardening with each other and the community; to participate in activities that increase the beauty of the town's public and historic grounds; to encourage the preservation of native plant species; encourage respect for the environment and demonstrate techniques that conserve natural resources.

Community activities:
- maintaining several gardens in town
- sponsoring a booth at the Sandown Fall Festival
- participating in a 1.7-mile roadside clean-up twice a year

Club activities:
- sponsoring and attending educational programs
- attending monthly meetings
- annual plant sale fundraiser
- taking field trips
- summer picnic and holiday gatherings

Membership benefits:
- discounts at some local garden centers and nurseries
- visits to members' gardens to swap plants and garden ideas
- advance purchase of plants before the June plant sale
- membership in the NHFGC and NGC and subscription to the *Lilac Letter*

Our website is **www.sandowngardenclub.org**.

Our mailing address is:

Sandown Garden Club
P.O. Box 209, Sandown, NH 03873

Section 2: Sandown Garden Club Bylaws
Revised July 8, 2019

Article I - Name

The organization shall be known as The Sandown Garden Club.

Article II - Purpose

A. The purpose of the Sandown Garden Club is to share the knowledge of gardening with each other and the community; to participate in activities that increase the beauty of the town's public and historic grounds; to encourage the preservation of native plant species and encourage respect for the environment and to demonstrate gardening techniques that conserve natural resources.
B. Any possible conflict of interest on the part of any member of the Executive Board, or chairperson of the organization, shall be disclosed in writing to the Executive Board and made a matter of record through an annual procedure and also when the interest involves a specific issue before the Executive Board. Where the transaction involving a board member or chairperson exceeds five hundred dollars but is less than five thousand dollars in a fiscal year, a two-thirds vote of the general membership is required. When the transaction involved exceeds five thousand dollars in a fiscal year, then a two-thirds vote of the membership and publication in the local newspaper is required. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the actual vote itself. Every new member of the Executive Board and Chairperson will be advised of this policy upon entering the duties of his or her office and understand that payment of an annual dues will be acknowledgement, understanding of an agreement to this policy. The Executive Board will comply with all requirements of New Hampshire law in this area and the New Hampshire requirements are considered a part of this policy.

Article III - Membership

A. Membership is open to all persons who show an interest in gardening and a willingness to participate in club activities.
B. Active members are those current with their dues and are therefore eligible to vote on club business at monthly meetings.
C. Additional adults in a household who become active members will be assessed at half dues.

Article IV - Officers

A. The officers of the Sandown Garden Club are: President, Vice President, Secretary, Treasurer, Publicity Chairperson, Program Chairperson, Membership Chairperson and Webmaster.
B. Elected officers constitute the Executive Board and are elected annually.
C. All elected officer positions may be shared positions.
D. If the President(s) is absent or unable to perform his or her duties, the Vice President(s) will assume the temporary role of President until such time as the President is again willing and

able to fulfill his or her obligations or until the next election of officers, whichever comes first. If the Treasurer(s) is absent or unable to perform his or her duties, the Recording Secretary(s) may step in and assume the duties of the Treasurer(s) until such time as the Treasurer(s) is willing and able to fulfill his or her obligations or until the next election of officers whichever comes first.

E. Nominations for the Executive Board are accepted at the November monthly meeting and voted at the December meeting

F. The Executive Board duties are:
    1. President(s)
        - sets the agenda and presides at meetings of the SGC following Roberts Rules of Order. In the case of an absence, the Vice President(s) leads the meeting after being informed by the president of any business to be discussed
        - appoints chairperson of any committees formed during the year subject to approval by the Executive Board
        - maintains a relationship with the New Hampshire Federation of Garden Clubs, Inc. (NHFGC)
        - presents a year-end report to the NHFGC by April 1
        - leads or delegates implementation of the club projects
        - provides help and advice to their successor and passes along any materials to be used by the club as part of the historical records
    2. Vice President(s)
        - assists the President s)
        - performs all duties of the office of President(s) in the absence of the President(s). In case of resignation of the President(s), the Vice President(s) shall become President(s)
        - organizes a work schedule at the civic sites
        - provides help and advice to their successor and passes along any materials to be used by the club as part of the historical records
    3. Secretary(s)
        - takes attendance at each meeting
        - records the minutes of all club meetings and circulates them to all members by email within 7 days of the meeting
        - maintain a list of SGC assets and their locations
        - stores the year's minutes as part of the club history
        - handles club correspondence
        - provides help and advice to their successor and passes along any materials to be used by the club as part of the historical records
    4. Treasurer(s)
        - keeps the financial record for the club
        - maintains an inventory of the club's property and its location
        - collects local dues annually by February 1 and sees that appropriate dues are submitted to the NHFGC by June 1
        - makes all bank deposits promptly
        - issues checks for budgeted expenses
        - prepares an annual budget to be voted by the club at the November meeting
        - provides help and advice to their successor and passes along any materials to be used by the club as part of the historical records

5. Publicity Chairperson(s)
    - maintains a publicity contact list to include all local media, press, the editor of the *Lilac Letter* and the person who is responsible for managing the notice sign outside Town Hall
    - writes and submits all club publicity and notice of meetings
    - adapts these posters for other media as needed, e.g., the Channel 17 Community Bulletin Board and web calendars
    - coordinates with Webmaster(s) to ensure that the SGC website remains up to date and accurately reflects current and timely content as needed
    - provides help and advice to their successor and passes along any materials to be used by the club as part of the historical records
6. Membership Chairperson(s)
    - maintains a file of membership details which include name, address, telephone number and email information for distribution to paid members
    - prepares name tags for each member to wear at club meetings and events.
    - recruits new members by promoting the club at local events through media publicity and by organizing membership drives.
    - introduces new members, guests and potential members at club meetings
    - provides help and advice to their successor and passes along any materials to be used by the club as part of the historical records
7. Program Chairperson(s)
    - meets with the Program Committee to plan a program for each month using suggestions from the membership
    - prepares, mails and collects the “Confirmation of Program” letters
    - maintains a file containing all “Confirmation of Program” letters
    - introduces all speakers and arranges with the treasurer for fees or gifts
    - organizes or assists with workshops
    - provides help and advice to their successor and passes along any materials to be used by the club as part of the historical records
8. Webmaster(s)
    - maintains and updates the Sandown Garden Club website
    - keeps the domain name and hosting subscriptions active and up to date, to ensure that the website remains live at www.sandowngardenclub.org and www.sandowngardenclub.com
    - manages the Sandown Garden Club email addresses hosted through the club’s web services account, including adding new email addresses and deleting email addresses as needed, and assisting with resetting passwords as needed
    - coordinates with Publicity Chairperson to ensure that the SGC website remains up to date and accurately reflects current and timely content as needed
    - provides help and advice to their successor and passes along any materials to be used by the club as part of the historical records

G. The Executive Board is responsible for assigning other duties to members as needed to conduct the club’s business.

H. Standing committees may be appointed by the President(s) to serve a particular club need. A standing committee can also be requested by the general membership. In that case the President(s) may request volunteers to serve on the committee who will report back to the general membership when they have completed their assignment.

1. Plant Sale Committee
   - consists of no more than 4 members that meet one or more times as needed to plan the annual event and set guidelines
   - oversees the annual plant sale fund raiser encouraging all members to participate
   - arranges for plant sale location and confirms the date as the first Saturday in June)
   - schedules digs
   - maintains a master list of plants collected
   - arranges for transportation of plants on sale day
   - sets up and takes down tables and tent on sale day
   - arranges for a cash box on sale day
   - stores remaining plants for follow-up ½ price sale

2. Program Committee
   - consists of no more than 4 members who will meet one or more times to review and select programs that fit the Club's schedule for the next calendar year
   - selects appropriate programs of common interest to club members, have appeal for public presentations and follow budget considerations
   - contacts, examines fees / costs and secures speakers who will fulfill the purpose of the programs or workshops
   - maintains the program and activities calendar and distributes updated versions to the membership
   - provides all speakers contact information to the Program Chairperson(s)
   - provides the Publicity Chairperson(s) and Webmaster(s) biographical or professional details about speakers and details on the content of their presentations to be used in press releases

3. Publicity Committee
   - consists of no more than 4 members that assume the role of club photographer for club events
   - designs all posters to advertise club events
   - takes pictures each month of club activities which may include meetings, fund raisers, town plantings, holiday decorations, and slate of elected officers for use in the scrapbook and for publicity
   - will post to Facebook and use other social media to publicize SGC events
   - meets to assemble the SGC Press Book/Scrapbook at the end of each calendar year
   - will prepare a virtual scrapbook of SGC events and activities for the calendar year

4. Refreshment Committee
   - all members of the club are asked to participate in this committee
   - two or three members each month are asked to prepare the refreshments and set up the refreshment table for the meetings that are open to the public
   - a member volunteers to be chairperson of this committee
   - the chairperson organizes the refreshment schedule for the year and reminds members of their commitment
   - the chairperson manages the drinks for each meeting and provides the paper products and utensils for the meetings that are open to the public

Article V – Dues

A. The Executive Board develops the budget and sets the dues for the following year at the October monthly meeting. The budget is approved at the November meeting.
B. Membership dues are to be paid at the March monthly meeting. Members whose dues are not paid by the April meeting of the current year are considered to have resigned from the club voluntarily. A member who has resigned may request reinstatement by putting their request in writing and by paying the current year's dues in full.
C. Persons who seek active membership after July 31st will be assessed dues at ½ the annual rate.

Article VI – Meetings

A. Meetings are held monthly on the first Monday of each month from March to December. In the event that a meeting date falls on a holiday or has to be changed the meeting will be held on the next Monday or on an alternate date designated by the President(s).
B. Club programs are open to the public but only active members attend meetings and are eligible to vote.
C. Money spent under $100 must be approved by the Executive Board. Anything above $100 must be voted by the membership at a monthly meeting
D. Roberts Rules of Order will be referenced to govern proceedings in all cases in which they are applicable and are not inconsistent with the bylaws of the club.

Article VII – Amendments

Bylaws can be amended during a regular meeting by a 2/3 majority vote of the members present. Members must be notified of the proposed change(s) at the prior month's meeting. Notification to members must include a description of the proposed change(s).

Article VIII – Dissolution

The Sandown Garden Club is an on-going non-profit entity and as such dissolution is not likely. Funds raised by the club will be used for beautification projects in the community, club expenses and member activities. However, in the unlikely event that dissolution is necessary, all outstanding expenses and obligations of the Club will be paid from the club's current assets at the time of dissolution and any remaining funds will be donated to the New Hampshire Federation of Garden Clubs Inc. These funds are to be used to create the Sandown Garden Club Scholarship, an annual scholarship to be awarded to students in the University of New Hampshire's College of Life Science and Agriculture, in the amount of $500 per year until the entire amount of the donated funds have been spent.

Section 3: New Hampshire Federation of Garden Clubs, Inc. (NHFGC) and National Garden Clubs, Inc. (NGC)

NHFGC bylaws are available on the NHFGC website, https://nhfgc.org. Username is **NHFGC** and the password is **PLANT**.

NGC bylaws are on their website, www.gardenclub.org. Username is **member** and the password is **conserve**.

Section 4: Volunteer Opportunities

Meetings (Refreshments)

- Business meetings March through December (1 member)
- Refreshment Chairperson (1 member)
- Open House (5 members)
- Plant Swap (3 members)

Committees

- Program Committee (current year) (4 to 5 members)
- Program Committee (following year) (4 to 5 members)
- Membership committee (3 members)
- Publicity Committee (3 members)
- Plant Sale Committee* (3-4 members)

Club Events

- Earth Day (3 to 4 members)
- Trash pick-up April & September/October* (12 members each)
- Plant Sale* (all members)
- Pot recycling* (3 members)
- Old Home Days (Fall Festival) * (all members)

Civic Activities

- Town Hall Gardens** (all members)
- Fall Friends (2-3 members)
- Food pantry Window boxes (1 member)
- Wreath making (9 members)

*physically challenging
**physically difficult-some members may be excused

Section 5: Garden Discounts

Name	Address	Town	Discount	Comments
Delahunty Nursery	41 Range Rd.	Windham	20%	No bulk items such as mulch
Down to Earth Garden Shop	On the Plains	Kingston	10%	
Dodge Agway	25 Old County Rd.	Plaistow	10%	No sale items
Freshwater Farms	1 Kip Cam Rd.	Atkinson	10%	No sale items- planting materials only
Lake Street Garden Center	37 Lake St.	Salem	10%	Tuesdays only
Landscapers Depot	59 Route 125	Kingston	10%	No hardscape
Springlook Farm	112 Island Pond Rd.	Derry	5%	No sale items

Section 6: Earth Day
Revised February 2019

Earth Day

One of the SGC activities in April is the celebration of Earth Day. Members gather at the Sandown Library and supervise a garden related activity and pass out information about the club. The activity is on the Saturday nearest to Earth Day and usually precedes the spring trash pick-up day.

Commitment

Members usually have a table set up from 10:00 until noon or 1:00. A poster or other signage should also be present. Members are asked to wear a club apron and their name tag.

Activities

Activities may vary. Here are some examples.

Example 1: Each family as they enter or leave the library is handed a packet of seeds and depending upon their interests some information about the club in general, an upcoming speaker or details about the June plant sale. Members are encouraged to speak with residents about club activities and membership opportunities.

Example 2: Residents are asked as they leave the library if they would like to plant a seed or a seedling plant. SGC provides a seed pot, soil and a seed or a seedling plant. Members direct the planting of the seed and offer instructions on how to grow and identify the plant are handed to participants who must then go to the SGC website for details. Depending upon their interests some information about the club in general, an upcoming speaker or details about the June plant sale are distributed. Members are encouraged to speak with residents about club activities and membership opportunities.

Depending upon the weather, we are located either to the side of the front door under the overhang, in the parking lot, sometimes with a tent, or in the entryway to the library.

Responsibilities

A club officer will contact the Sandown librarian for permission to set up a table at the library. Club members are responsible for purchasing supplies and having them available on that day, arranging for the club's tent, folding table(s) and a tablecloth(s) and for preparing any posters or printed materials. A notebook and pens should be available as well as membership forms.

A member at the end of the event should collect all materials and return them to their proper locations as soon as possible. Any membership information should be sent to the membership chairperson that day.

Section 7: Plant Sale
Revised February 2019

Plant Sale

The Sandown Garden Club holds a plant sale on the first Saturday of June each year. It is the major fundraiser of the year. The location is the Sandown Fire Station front lawn on Route 121A adjacent to Sandown Town Hall. The plant sale chairperson contacts the Fire Chief for permission to use the fire station grounds and tables for the sale. The club treasurer applies annually. for the plant sale license from the State of NH.

Primarily sold at the plant sale are perennials, herbs and small shrubs. Plants sold are from local gardens and donated by members. The number of plants varies by year, but the goal is to sell between 600 and 1,000 plants.

Digs

In early spring, articles are placed in the local papers asking area gardeners if they are interested in having their perennials divided and donating some of them to the club. Besides Sandown, digs may be in Hampstead, Kingston, Danville, Plaistow and other nearby towns. Gardeners from previous years often contact us for repeat digs.

From mid-April to mid-May, members go to these gardens and dig and divide plants under the direction of the homeowners. Usually members work in a two-person team, digging for an hour then potting the plants which may take another two hours. Plants are labeled with common and/or scientific names and colors indicated if the information is available.

Plants are then stored and cared for in the member's yard until the plant sale. An inventory of all plants and the garden location is sent to the plant sale chairperson after each dig. It is important that a variety of plant are available for the sale and that the club avoid having too many of any one variety.

Pots for these plants are provided by the club and are stored from year to year in the red barn on Fremont Road. The club also reimburses members for the cost of soil and/or humus used in potting the plants. There is a budget for the event. The number of digs is calculated based on the number of plants needed and the number of members. If a member is unable to dig, they may be asked to help in other ways such as potting plants, labeling plants and tending them. Plants are moved to the sale early on the Saturday morning but are often loaded in open trucks/trailers the previous evening.

Potting

Plants are potted in a minimum of soil to keep down costs and weight of the pot since it is moved several times. A piece of newspaper or a coffee filter is first placed in the bottom of the pot to allow for drainage and soil retention. Enough plant material is put into the pot and then packed with soil as needed. Pots should be large enough to accommodate a plant that can be

sold for a minimum of $5. Marking the plant may also be done at this time. Since they will be watered for a few weeks, members should be aware that permanent markers do fade with exposure to the elements so they may need to be remarked. Markers and stakes are provided by the club. It is recommended that the same kind of plant is stored together and in the right location depending of the plant's need for sun or shade.

Sale Day

All members are expected to help with the plant sale. Weather permitting, the work begins on the day before the sale when a tent is set up at the fire station (at least 6 people are needed). Plants are loaded into vehicles so that they may be unloaded at the sale as early as 7:30 AM. Prior to moving the plants, members will put a selling price on the top of each plant stake. Early on Saturday, members set up as many tables as needed, arrange and cover them. Signs are posted and plants are unloaded and placed according to a location map prepared in advance.

The sale begins at 9:00 a.m. and ends at 1:00 p.m. Refreshments in the morning are provided and bathroom facilities are available. Members are responsible for their own lunch. Once the sale begins, some members are asked to serve as cashiers. All other members are available to help customers by answering questions, giving advice, and transporting plants to vehicles. Reference books are usually available to help with plant related issues. At a designated time, plants prices are reduced to half until the end of the sale.

At the end of the sale members are asked to clean the site, put away the tables and move any unsold plants back to a designated yard for a two-week half-price sale.

Pot Recycling

At the plant sale, a handout is given to all customers informing them of the date for pot recycling. About two weeks after the plant sale, members meet at the Sandown Train Depot and collect empty plant pots. Any leftover plants are also transported to the depot and sold that day. Empty pots are taken home by members and cleaned before they are stored in the barn for the following year. At the recycling Sandown Transfer Station there is usually a sign and container to collect plant pots for the club. Members are asked to help with the cleaning and storage of these pots as well. The plant sale chairperson must ask for permission to stage pot recycling in writing from both the Sandown Historical Society and the Town Selectmen.

Plant Sale Wrap-up

Sometime during the summer, members and a guest are invited to a party to celebrate the results of the plant sale and to relax from a job well done. This get together is usually at a member's home and is a potluck gathering. There is a budget for this event. The location is decided annually.

Section 8: Sandown Old Home Day
Added August 2022

Old Home Day

In Sandown, the celebration of Old Home Day typically occurs over a weekend in August or September. The Sandown Garden Club may participate in a parade (if held) and the setup of a booth on the field where the Saturday celebration takes place.

To participate, an SGC officer must apply for a booth location and sign a “Booth Application, Indemnification and Release” form.

Activities include a FREE RAFFLE, engaging booth visitors on a variety of gardening topics, **membership** in SGC and its programs and activities. Children who visit the booth will be given small free trinkets.

Notice of SGC participation should be posted on Facebook and on the SGC website.

Setup

Several shifts are needed throughout the event. Members are asked to wear a club T-shirt and their nametag. Parking is where designated or off site.

Depending on the hours of the event, these are the responsibilities for each shift:

Shift	Duration (approximate)	Members needed	Responsibilities
1	2.5 hours	4	Set up tent, tables, raffle prizes, SGC collateral Get everything ready for opening time Engage visitors who might visit early
2	2.5 hours	2-3	Chat with booth visitors, answer questions about gardening, membership with the club, our programs and activities.
3	2 hours	4	Pick and announce raffle winners one hour before event closing Dismantle entire setup

Requirements

- Pop-up tent
- Table(s)
- Tablecloth(s)
- Raffle tickets and raffle ticket container
- “Free Raffle” sign
- Raffle prizes

- Kids' giveaways
- SGC brochures
- SGC banner
- Printed calendar of events
- Membership information
- Pens

The OHD Committee must gather all required materials ahead of the event. The same materials must be returned to original locations.

Any **new membership** information should be sent to the Membership Chair that day, or as soon as possible for followup.

Section 9: Plant Swap
Revised May 14, 2018

Plant swap details

- Plant swap begins promptly at 6:30 pm.
- Members must arrive 30 to 45 minutes early to set up.
- Place a sign at front door about Swap.
- Members should wear nametags.

Plant criteria for acceptance

- Must be potted
- Clearly identified
- Healthy and garden worthy

Tables and chairs needed

- Table 1 - yellow cloth and sign for Sun Plants
- Table 2 – pink cloth and sign for Part Sun/Part Shade Plants
- Table 3 – blue cloth and sign for Shade Plants
- Table 4 – Membership Table (has own cloth), calendar of upcoming events
- Table 5 – Refreshments
- Table 6 - Fundraiser items for sale, reference books to help describe plants
- Chairs - 20 or more, set up around room

Arrival of attendees

- Each attendee should be personally greeted and given a nametag.
- Attendee's name and number of plants brought to "Swap" should be recorded.
- Attendee will be given 1 raffle ticket for drawing at the end of the event.
- Club representative(s) check plants for acceptance (see Plant criteria for acceptance). The Club representative(s) reserves the right to reject any plants that do not meet the criteria.
- If plant(s) are acceptable, attendee will be given one blank slip of paper for each plant on which they must clearly write their name and last initial. This serves as their entry for the swap.

The swap

Once all plants are placed correctly and attendees have had enough time to review the plants and ask questions the swap begins.
The slips of paper containing the names of attendees are drawn randomly. The person whose name is called selects a plant. (If decided, a time limit may be set for each selection. This process continues until all names have been called and all plants have been claimed.

Door prize
One winner of a door prize will be selected at end of swap.

Section 10: Sunshine Policy
Approved July 7, 2011

Sunshine Policy

The club secretary is the contact person for the Sunshine Fund and should be notified when members become seriously ill, suffer a loss or die. The club secretary will then notify the Board and the general membership and respond appropriately based on the member's current status and according to the following guidelines.

- When a current member becomes seriously ill or suffers an accident which incapacitates them for an extended period the club secretary will send a card expressing concern and hope for a fast recovery.
- When a current member suffers the loss of a family member, spouse, or child, the club secretary will send a formal condolence card from the club.
- If a current member dies, the club will send an expression of condolences to their family, not to exceed $50.00. Based on the family's wishes, the Board will decide whether to send a floral arrangement, plant or donate to a charity as designated by the member's family.
- If a past member dies, the club secretary will notify the Board and will send a formal condolence card to the family.

Section 11: Semi-annual Roadside Trash Pick-up
Revised March 2014

One of Sandown Garden Club's civic activities is trash pickup on a 1.7-mile stretch each April (near Earth Day) and each October.

A team of 4 people at each end is needed. One team meets at Barbara's house (31 Main St). Two people walk against traffic down to the town line and back up the other side until they meet the other team, which started walking north from 31 Main St (against traffic) until they reach Jeannes Way. The other team which starts at Wingate Rd. divides so the two people walk north to the SGC sign then across and back to Wingate while the other two people travel south then cross to Jeannes Way and back to Wingate.

To ensure the safety of club members, an extra walker will be with each two-person group. This safety person will not be picking up trash but will be holding a sign (Slow Down) while walking ahead of the members picking up trash. Trash bags and vests are provided by the County DPW. Gloves are provided by SGC. A member oversees getting items from the DPW. They also provide 2 signs which are posted at each end during the pickup advising drivers of workers ahead. The member in charge gives a final count of bags to the DPW when returning the vests/signs. There are 2 signs posted along the road noting that the SGC is responsible for that section of the road. We only go in about 3 feet off the side of the road and do not pick up cigarette butts, animal carcasses or potentially hazardous materials. When a bag is full it is left along the roadside. Any large items (car parts, cardboard, etc.) are left next to the bag.