

BB

The Rake and Hoe Garden Club, Inc. of Westfield

Membership Handbook

(Revised February 2023)



Organized, May 1952
Federated, October 1954
Incorporated, April 2004

The Rake and Hoe Garden Club, Inc. of Westfield, NJ
Membership Handbook

TABLE OF CONTENTS

	Pages
AFFILIATIONS	2
HISTORY	3-4
BY-LAWS	5-14
<i>Article I – Name and Purpose</i>	5
<i>Article II – Membership</i>	6
<i>Article III - Board of Trustees</i>	8
<i>Article IV - Officers</i>	9
<i>Article V - Committees</i>	11
<i>Article VI - Meetings</i>	12
<i>Article VII - Fiscal Policy</i>	13
<i>Article VIII - Parliamentary Authority</i>	13
<i>Article IX - Amendments</i>	13
<i>Article X – Dissolution</i>	14
<i>Date Revised and Amended</i>	14
 STANDING RULES.	 15-19
I. <i>Mission</i>	15
II. <i>Vision</i>	15
III. <i>Amendments to Standing Rules</i>	15-19
IV. <i>Executive Officers Descriptions</i>	15
V. <i>Standing Committees Descriptions</i>	16
VI. <i>Service Projects Committees</i>	19
VII. <i>Special Ad Hoc Committees</i>	19
 APPENDIXES	 20-29
I. <i>Memorials</i>	20
II. <i>Past Presidents</i>	21
III. <i>Past Award Recipients</i>	22-26
IV. <i>Wildflower of the Year</i>	27
V. <i>Bird of the Year</i>	28
VI. <i>NJ State Symbols</i>	29
VII. <i>Forms</i>	30-32

AFFILIATIONS and ACCREDITATIONS
*(See the Rake and Hoe Garden Club Yearbook
for details and current contact information)*

Affiliations

National:

National Garden Clubs, Inc. (NGC)
4401 Magnolia Avenue
St. Louis, MO 63110-3492
www.gardenclub.org

State:

The Garden Club of New Jersey, Inc. (GCNJ)
Holly House
126 Ryders Lane
East Brunswick, NJ 08816-1331
www.gardenclubofnewjersey.com

Accreditations / Certifications

Educational Programs for Club members:
(See Yearbook for current list of accredited Club Members)

Sponsored by NGC

Flower Show Judge
Landscape Design
Gardening Study
Environmental Study

Sponsored by NJ Agricultural Extension Service

Rutgers University
www.njaes.rutgers.edu
Master Gardener

HISTORY

The Rake and Hoe Garden Club, Inc. of Westfield, NJ

In 1952, the Plant Committee of the Newcomer's Club of Westfield felt there was a need for an additional garden club in the community. In the spring of that year, an organizational meeting was held at the YWCA. Agnes Eggiman served as the first president of the Rake & Hoe. The first regular meeting was held on June 11, 1952 at the YWCA, where we became one of the early YWCA-sponsored groups. One of the first projects undertaken was the Christmas decorations at the new Veteran's Hospital in East Orange, the Union County Cerebral Palsy Home, and the YWCA office.

In October of 1953, the Club became a provisional member of the Garden Club of New Jersey. By October of 1954, the Club became fully affiliated with the Garden Club of New Jersey. Members also served on the advisory Committee for Trailside Museum. The Club established the first of its scholarships for Flower Show School. When the YWCA celebrated its 100th anniversary, the Club made 31 table arrangements. In addition we participated every week in the making of bedside arrangements at Camp Kilmer, as well as Christmas decorations. The first monthly newsletter was issued. The Club's official insignia of a crossed 'rake and hoe' over flowers was adopted during this year. Edythe Dugan gifted the club with the die for the insignia upon completion of her term as president.

In 1955-6, two major Club projects included the landscaping of the YWCA in the spring and the planting of a lawn. In February we had our first Garden Center. The theme was "Now is the Time" and over 600 people attended. The Club received the Elizabeth Hood Silver Pitcher for the Best Garden Center of the Year in the state. At Christmas, the Club made 150 bedside arrangements and 200 boutonnieres for Lyon's Veteran's Hospital. In addition to weekly flower service at Lyons, we made arrangements for the lobby and halls of Muhlenberg Hospital four times a year for two-week periods.

The following year saw the first of shared meetings – with the Shackamaxon Garden Club and the Garden Department of the Westfield Woman's Club. The Junior Garden Club was started. The first public Open Homes Show was held in May. The name was "Scents and Non-Scents" and the theme used the names of perfumes; 750 people attended and all were given an extra bonus of cologne or dusting powder.

In 1957-1958 the Club boasted its first nationally accredited flower show judge, and continued work at Lyons, Cerebral Palsy, the Y, and also made wreaths for the Veteran's Hospital in East Orange.

In 1960, the Club had its Christmas Open Homes Show, a resounding success, which won the National Council Blue Ribbon. From its proceeds, the Club was able to donate \$1000 to the Y's building fund. During the 60's, Club activities included a Fashion Show Tea, a Spring Flower Show, a 'Breakfast & Sale' at the Westfield Tennis Club and Masonic Temple, a luncheon with 'World Boutique' auction, celebration of NJ's tercentenary and the 400th Anniversary of William Shakespeare. Yearbooks during this period included hand colored drawings, horticultural tips, and featured write-ups on Westfield personalities in the gardening world as the Club celebrated "People, Purpose, and Progress" for the tercentenary. Regular activities included weekly flower service at Lyons, table decorations for the YWCA annual meeting, and Christmas decorations for Veteran's hospitals, the YWCA and the Cerebral Palsy Home. The Bird Committee's project for the year was to sell enough birdseed to purchase a pair of swans for Mindowaskin Park. More talent was added to the Club, e.g. five nationally accredited flower show judges, one accredited American Rose Society judge, one nationally accredited judge of the African Violet Society of America, and three nationally accredited landscape critics.

In the 70's, the Club continued to grow and provide community service. A new emphasis was also placed on the environment. Programs included trips to members' homes (Tina Coffey, Nancy Wallace, Martha Mayer, and Margaret Sailer), horticulture and conservation, several white elephant sales, flowers with art, and several mini flower shows. In honor of our Nation's bicentennial, the Club conducted an Open Homes Show entitled "In the Course of Human Events". In the same year (1976), horticulture mini-shows were added to the design mini-shows at meetings. During this decade, the Club celebrated its 25th Anniversary (1977). It gardened at the Miller-Cory House every Wednesday morning and also added the tradition of a plant exchange to its white elephant event.

Nancy Wallace ushered in the 80's as Club President, starting with a flurry of workshops in preparation for the many flower shows, which were coordinated in this decade. Kay Cross and Linda Parker were instrumental in chairing the many activities during this time period. Besides flower shows, the Club also enjoyed a holiday crafts boutique and luncheon and an elaborate medieval luncheon following a presentation on herbs by Father Coless, a monk. Club interest and concern for the environment also continued with Project SNAP – Save Native American Plants. In 1986, the Club ushered in its first “Deck the Halls” Holiday House Tour – to so much success that it has become a Club tradition!

The 90's decade continued with our fine flower shows, luncheon fundraisers and elaborate “Deck the Halls” Holiday House Tours. The Claire Brownell Memorial Wildflower Garden and the Shadowlawn Pocket Park were designed and dedicated during this time. Some program highlights included “Candid Camera,” a slide program with candid shots of every member's garden, and a Junior Flower Show and District-Wide Flower Show at Union College. Our dedication to Lyons and community gardening continued.

The first decade of the new century, 2000, the Club grew in its numbers, activities and scope. Our members blossomed by supporting the Garden Club of NJ (GCNJ) in many aspects, including co-founding the state flower show. We sent many members to GCNJ certification courses in gardening and flower shows and graduated several flower show judges. Many members participated in the state flower show every year.

Into the next decade, we number over 80 members. Barbara Mullin became President of the Garden Club of NJ in 2013 and several other Rake & Hoe members have taken seats on the GCNJ Board of Directors and performed key functions at the State Flower Show. Our Club's standing committees have stretched with our interests to include artistic crafts, photography and pollinators. We have enriched our members' lives with the incorporation of a committee designed to serve those members in need and enhanced our service to the veterans and the Jardine Academy. Our youth club is one of the premier junior groups in the state. The public clamors for our “Deck the Halls” house tours and flower shows - each progressively getting more refined as our membership hones their many talents. The Club established Shadowlawn Pocket Park as a national Blue Star Memorial and the juniors have made it a butterfly sanctuary. We also have entered the computer age, comfortably emailing communication, hosting Facebook <https://www.facebook.com/rakeandhoe/?fref=ts> and a website at www.rakeandhoe.org. We have moved our general meeting location to the historic Scotch Hills Country Club on Jerusalem Road, which happened to be the old Westfield Country Club. Two gentlemen are now members of our Club and we expect to continue our growth in talent, spirit and sharing.

Since its inception more than 60 years ago, the Rake & Hoe Garden Club has been comprised of a vibrant and talented group of members, who have played an active role in the community and local gardens. The information above is extracted from Linda Parker's presentation during our 50th Anniversary Luncheon Celebration in June, 2002 at Echo Lake Country Club.

BY-LAWS**The Rake and Hoe Garden Club, Inc. of Westfield, NJ****ARTICLE I****NAME and PURPOSE**

The name of this organization shall be The Rake and Hoe Garden Club, Inc. of Westfield, hereafter designated in the By-laws as "the Club".

The Club shall be organized and operated exclusively for charitable, educational and scientific purposes, and in furtherance of, but not limited to, such purposes as follows:

(a) To encourage public education and study of the fine art of gardening, horticulture, forestry and other divisions of agriculture, the science and art of producing plants and animals useful or enjoyable to mankind, as well as botany, landscape design, civic beautification, and conservation of natural resources.

(b) To promote the conservation, preservation, protection, and improvement of flowers, ornamental and other shrubs and trees, birds, wild animals, and other natural resources; and to encourage and assist in the establishment and maintenance of botanical gardens, arboretums, roadside gardens, parks, and other display areas where civic beauty will be enhanced and where specimens of flowers, plants and trees may be cultivated, propagated and exhibited for the advancement of science and for the pleasure and education of the public; to provide programs of garden therapy at veterans' and other hospitals, reformatories and other public health and correctional institutions; and to provide scholarships, prizes and other awards to stimulate interest in such endeavors.

(c) To promote the above purposes through other organizations and to cooperate with agricultural and other educational institutions, botanical gardens, park commissions, government departments, and with other groups or organizations through which the stated objectives and purposes of this organization may be extended.

(d) To conduct such other charitable, educational and scientific activities as will promote, encourage and extend objectives and purposes above stated.

No part of the net earnings of the Club shall benefit or be distributable to its members, trustees, officers, or other private persons, except that the Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions to further the purposes set forth herein. No part of the Club activities shall be propaganda or otherwise attempting to influence legislation unless it impacts the mission and/or purpose of the Club. The Club shall not participate in or intervene in any political campaign on behalf of any candidate for public office (including publishing or distributing statements and materials). Notwithstanding any other provisions of these articles, the Club shall not carry on any activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 as it now exists or as it may hereafter be amended (of the corresponding provision of any future United States Internal Revenue Law) or (b) by an organization contributions to which are deductible under Section 170(c) (2) of the Internal Revenue Code.

ARTICLE II
MEMBERSHIP

2.1 CLUB MEMBERSHIP

Membership in the Rake and Hoe Garden Club, Inc. of Westfield, NJ is open to all regardless of gender, age, race, ethnicity, or religious affiliation. Membership issues shall be decided by the Membership Committee or Board as needed. The term “members” shall apply to five (5) categories of membership: Active, Associate, Sustainer, Honorary, and Life Members

Club Membership shall be limited to:

Total Members - Total membership shall be limited to a maximum of ninety-nine (99) persons. Total membership shall include Active, Associate and Sustainer members.

Active Members – Active members shall be a minimum of seventy-five (75) persons.

Associate Members – Associate Members shall be a maximum of one-third (1/3) of Active Members or a maximum of 24 Associate members.

Westfield/Mountainside Residents – A majority (51%) of Active Members shall be Westfield or Mountainside residents at time of acceptance.

2.2 DUES

The amount of dues shall be determined by recommendation of the Board, with a two-thirds (2/3) vote of the Membership. Annual dues for the upcoming year shall be payable by April 1 or membership may be dropped. Except for Life Members enrolled before 2017 and Honorary Members, all membership categories shall pay annual dues.

2.3 RESIGNATION

A Member may resign at any time by giving written notice to the Membership Chair or President. The resignation shall take effect on the date specified.

In case of incapacitation, rather than causing a member to resign, the Board shall consider recommending to the general membership that, upon completion of the current club year, the member be granted the status of “Friend of Rake & Hoe Garden Club, Inc. of Westfield.” Upon approval of such a recommendation, the President shall execute and deliver to the member a “Certificate of Friendship” at the end of the club year.

2.4 REINSTATEMENT

A member who has resigned in good standing may apply in writing for reinstatement. The application of an Associate Member who wishes to return to Active Membership shall take precedence over all others. The reinstatement of a current Associate or a current Sustainer member will be given priority over a member who resigned in good standing.

2.5 COMPENSATION and REIMBURSEMENT

The Club shall not pay any compensation to a board member or members for services rendered to the Club. A member may receive reimbursement for reasonable expenses in connection with activities on behalf of the Club if previously authorized by the President or Board of Trustees.

2.6 ACTIVE MEMBERSHIP

Membership Application:

Application for Active Membership shall be made in writing or electronically to the Membership Chair, reviewed and acted upon by the Membership Committee and, if the Committee recommends acceptance, presented to the

Board for approval. Applications shall be considered by the Membership Committee in the order in which they are received.

Membership Acceptance:

The Membership Committee shall recommend to the Board applicants who, in the Committee's opinion, can best serve the Club. New members may be accepted as vacancies occur.

Membership Responsibilities:

- a. Have an interest in gardening and/or flower design
- b. Attend at all regular Club meetings. Members absent from two (2) meetings during the year, unless excused by the Membership Chair within thirty (30) days of the absence, may be dropped from membership by a majority vote of the Board
- c. Serve as a hostess at least once a year
- d. Actively participate on at least two (2) Standing Committees, one (1) Service Committee and any additional committees of her or his choice
- e. Actively participate in Club activities, such as flower shows, fundraising projects, etc.

2.7 ASSOCIATE MEMBERSHIP

Membership Application:

Application for Associate Membership shall be made in writing or electronically to the Membership Chair and presented to the Board for approval. An Associate Member must have been an Active Member for five (5) years and is entitled to all privileges, except voting and holding office.

Membership Responsibilities:

- a. Attend at least two (2) meetings per year
- b. Participate in and/or provide financial support to Club activities, such as flower shows and fundraising projects, etc.

Membership Reinstatement:

The application of an Associate Member who wishes to return to Active Membership shall take precedence over any new applicant.

2.8 SUSTAINER MEMBERSHIP

Membership Application:

Application for Sustainer Membership shall be made in writing or electronically to the Membership Chair and presented to the Board for approval. A Sustainer Member must have been an Active Member for five (5) years and is entitled to all privileges, except voting and holding office.

Membership Responsibilities:

Participate in and/or provide financial support to Club activities, such as flower shows, fund raising projects, etc.

Membership Reinstatement:

The application of a Sustainer Member who wishes to return to Active Membership shall take precedence over any new applicant.

2.9 LIFE MEMBERSHIP

Life Membership shall be the highest honor which the Club can confer. Life Membership shall be conferred at the discretion of the Board to an Active Member who has made significant contributions to the Club over a period

of years, has been a member for no less than 20 years and has served in a leadership capacity. A Life Member shall be entitled to all Club privileges and enrolled as a Life Member of the Garden Club of New Jersey. A Life Member enrolled prior to 2017 shall be exempt from dues.

2.10 HONORARY MEMBERSHIP

Honorary Membership shall be conferred at the discretion of the Board and a vote of the general membership of the Club to individuals who have made outstanding contributions to the Club over a period of years. An Honorary Member shall be exempt from dues, be entitled to all Club privileges except voting and holding office, is not required to participate in Club activities, and may serve in an advisory capacity.

2.11 FRIEND

Upon the incapacitation of a member in good standing for ten (10) or more years and subject to the recommendation of the Board and approval of the general membership, the member shall become a "Friend of Rake & Hoe Garden Club, Inc. of Westfield." Upon such designation, the Friend shall no longer be a member of the club with the rights and responsibilities of a member nor shall the Friend pay any dues. Further, the friend shall not be listed on the Membership Roster delivered annually to the Garden Club of New Jersey, Inc. ("GCNJ") nor shall the Friend be covered by the liability insurance provided through GCNJ.

ARTICLE III BOARD OF TRUSTEES

3.1 COMPOSITION

The Board of Trustees (the "Board") consists of the Executive Officers and the Committee Chairs of the Standing, Service, and Special Committees.

3.2 TERM OF OFFICE

Members of the Board other than elected officers are appointed for a one (1) year term. Officers shall be elected for a two (2) year term. The Treasurer shall not be elected for a two year term in the same year as the incoming President. No person shall hold the same office for a second consecutive term, except as is necessary and approved by the Board.

3.3 QUALIFICATIONS

Persons appointed to the Board shall be members of the Club in good standing for one (1) year. Notwithstanding the foregoing qualification, any position on the Board may be filled as needed at the discretion of the President.

3.4 POWERS and DUTIES

The Board shall have the control and management of the affairs and business of the Club. The Board shall only act in the name of the Club when convened by its President after due notice to all board members of such meeting. The Board shall conduct all affairs of the Club, subject to the provisions of the By-laws, and approve plans of work of the standing committee chairs. It shall be the duty of the Board to suggest and discuss plans for the welfare and improvement of the Club and to assist in carrying out the program of work decided upon.

3.5 NOMINATION and ELECTION OF BOARD MEMBERS

Members of the Board other than elected officers are appointed by the President for a one (1) year term.

3.6 RESIGNATION

A Board Member may resign from office at any time by giving written notice to the Board or President. The resignation shall take effect on the date specified.

3.7 VACANCIES

Any vacancy occurring on the Board may be filled by appointment of the President. Each person appointed shall serve for the duration of the unexpired term. The President may determine the Board vacancy not be filled until the next annual June meeting.

3.8 QUORUM

A simple majority of the total number Active Members of the Board, one half ($\frac{1}{2}$) plus one (1), shall constitute a quorum for the transaction of business. If less than a quorum is present, a majority of those present may adjourn the meeting and notify absent Board members of the time and place of the adjourned meeting.

3.9 VOTING

At all meetings of the Board, each board member shall have one (1) vote and all matters shall be determined by majority vote of those present, except as otherwise noted herein. Electronic voting may be permitted when members are not able to be present in person.

3.10 INDEMNIFICATION

Each of the members of the Board and Officers of the Club, in the event of an action commenced against him or her, in the right of the Club, shall be entitled to such indemnification by the Club as may be permitted by the laws of New Jersey, with the exception of theft, fraud or embezzlement against the Club.

ARTICLE IV **OFFICERS**

4.1 COMPOSITION

The Executive Officers of the Club shall be the President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer, and Director (Immediate Past-President).

4.2 TERM OF OFFICE

Officers shall be elected for a two (2) year term. No person shall hold the same office for a second consecutive term, except as is necessary and approved by the Board. The Treasurer, and Assistant Treasurer shall not be elected for their two (2) year term in the same year as the election of the incoming President. Members of the Board other than elected officers are appointed for a one (1) year term.

4.3 QUALIFICATIONS

President: Any person nominated for the presidency shall be a member of the Club in good standing for two (2) years and have served on the Board for one (1) year.

Other Officers: Persons nominated for the balance of the offices shall members of the Club in good standing for one (1) year.

4.4 POWERS and DUTIES

A. The President shall preside at all meetings of the Club and Board, shall be an "ex-officio" member of all committees, appoint all Committee Chairs, with the exception of the following committee chairs: By-laws, Finance, Long Range Planning, Membership and Nominating, and have such powers as usually belong to the office. The President or Treasurer shall execute in the name and on behalf of the Club all contracts to which the Club may be a party. In the absence of the Treasurer, the President shall sign all financial transactions. The

President shall ensure that all notices are given in accordance with these By-laws and serve as custodian of corporate records. In case of absence, these duties shall be performed by the Vice-President, Director, or other officers. The President shall automatically assume the position of Director at the conclusion of the President's term. In addition, the President shall perform such other duties and exercise such other powers as may be assigned by the Board.

B. The Vice-President shall be chair of the By-laws, Long Range Planning and Membership Committees, serve as Parliamentarian, and review the By-laws for any necessary changes or revisions every two (2) years. In addition, the Vice-President shall perform such other duties and exercise such other powers as may be assigned by the President and Board.

C. The Recording Secretary shall keep records of proceedings at regular and special meetings of the Club and Board. In addition, the Recording Secretary shall perform such other duties and exercise such other powers as may be assigned by the President and Board.

D. The Corresponding Secretary shall conduct the correspondence of the Club, including outreach to members in need and submit to the Board any communications addressed to the Club. In addition, the Corresponding Secretary shall perform such other duties and exercise such other powers as may be assigned by the President and Board.

E. The Treasurer shall serve as Chair of the Finance Committee, shall have charge of the Club accounts, shall be responsible for collection of the Club dues, shall pay all bills, shall keep books of accounts, and render monthly statements to the Club and Board. The Treasurer shall execute in the name and on behalf of the Club all financial contracts to which the Club may be a party. In the absence of the Treasurer, the President shall sign all financial transactions. The Treasurer shall arrange with the Club's accountant for the production of the annual financial statements and filing of corporate tax returns; deliver to GCNJ membership chair the Club's annual membership roster and dues payment; and file annually with appropriate state authorities all corporate documents and charity registration. In addition, the Treasurer shall perform such other duties and exercise such other powers as may be assigned by the President and Board.

F. The Assistant Treasurer shall serve in an apprentice capacity to the Treasurer and assist the Treasurer in the fulfillment of the Treasurer's tasks as set forth in "E" above, except that the Assistant Treasurer shall have no signatory authority on any Club account nor the ability to execute any agreement or make any filing on behalf of the Club. In addition, the Assistant Treasurer shall perform such other duties and exercise such other powers as may be assigned by the President and Board.

G. The Director shall be the Immediate Past-President, or in the event of a vacancy, the President shall recommend a Director who is a Past President with approval of the Board. The Director will be responsible for the involvement of The Rake and Hoe Garden Club with the Claire Brownell Memorial Wildflower Garden. In addition, the Director shall perform such other duties and exercise such other powers as may be assigned by the President and Board.

4.5 NOMINATION and ELECTION OF OFFICERS

In February or March of the year concurrent with the election of officers, the President shall announce the appointment of a Nominating Committee. The members shall consist of the President, who shall preside as Chair, and two (2) additional members from the Board. Nominations shall be made from the remaining non-board members at the next general meeting and two (2) shall be elected to complete the Committee.

Nominations for Officers shall be presented by the Nominating Committee chair at the next general membership meeting. Elections shall be held at the following general membership meeting. Notwithstanding the foregoing statement, if the Nominating Committee is unable to recommend a single individual to serve in a particular office, the committee may recommend co-chairs to serve in any office.

4.6 RESIGNATION

An Officer may resign from office at any time by giving written notice to the Board or President. The resignation shall take effect on the date specified.

4.7 VACANCIES

Any Officer vacancy occurring on the Board may be filled by recommendation of the President with the approval of the Board. Each person appointed shall serve for the duration of the unexpired term. The Board may determine the Officer vacancy not be filled until the next annual June meeting.

ARTICLE V **COMMITTEES**

5.1 COMPOSITION - Committees of the Board shall be Standing, Service, Special, and Ad Hoc. The Board shall have the right to establish or abolish any such Committee as necessary or to amend or otherwise revise the powers and duties delegated to a Committee. The (maximum) number of members on any committee shall always be less than a quorum of active members.

The purposes of all Committees shall be subject to ratification by the Board. Each Committee shall limit its activities to the accomplishment of the purpose for which it was intended and shall have no power to bind the Club.

The President shall appoint chairs of all committees to serve for one (1) year with the exception of the following committee chairs which are elected positions: By-laws, Finance, Long Range Planning, Membership and Nominating. Each chair shall present an annual report to the President at the June Board meeting.

5.2 PROHIBITED ACTIONS BY COMMITTEES

No committee shall make, alter or repeal By-laws of the Club; elect, appoint or remove any Trustee or Officer; make any grants or distribution of funds; amend or repeal any resolution previously adopted by the Board.

5.3 STANDING COMMITTEES

Standing Committees meet as needed to conduct specific business of the Club.

The Board may create such Standing Committees, as it deems appropriate, to research, advise and make recommendations to the Board. The President shall appoint the chairs of the standing committees to serve for one (1) year.

Standing Committees include, but are not be limited to, the following: Artistic Crafts, Awards, By-laws, Communications, Finance, Flower Design, Garden B's, Historian, Horticulture, Hospitality, Juniors, Long Range Planning, Membership, Newsletter, Nominating, Photography, Program, Publicity, and Yearbook.

5.4 SERVICE COMMITTEES

The Service Committees are the Community Project Committee and the Community Gardens Committee, which includes the Claire Brownell Memorial Garden, Miller-Cory Garden, the North Side Train Station, and Shadowlawn.

5.5 SPECIAL COMMITTEES

Special/Ad Hoc Committees may be appointed by the President as needed and appropriate pursuant to guidelines approved by the Board. Examples are the House Tour, Flower Show and new committees for trial purposes. Special/Ad Hoc Committees meet as needed to conduct specific business of the Club.

ARTICLE VI **MEETINGS**

The Board of Trustees shall determine rules and regulations for all meetings as necessary.

6.1 ATTENDANCE

Active Members are expected to attend all regular and special meetings. Active Members absent from two (2) meetings during the year, unless excused by the Membership Chair within thirty (30) days of the absence, may be dropped from membership by a majority vote of the Board. Associate Members must attend two (2) meetings during the year.

6.2 REGULAR MEETINGS

The Club year shall be from July 1 to June 30.

The Club shall meet monthly from September through June, on the second Wednesday of the month, at 12:00 pm, unless otherwise specified by the Board. The Club meeting location shall be determined by the Board.

The Board shall meet monthly from September to June or at the discretion of the President. The date, time and location of the board meetings shall be determined by the President.

6.3 NOTICE OF MEETINGS

Notice and information of Club and Committee meetings shall be available in the Yearbook, monthly Newsletter, and on the Club Website.

6.4 QUORUM for REGULAR MEETINGS

A simple majority of the total number Active Members, one half ($\frac{1}{2}$) plus one (1), shall constitute a quorum for the transaction of business. If less than a quorum is present, a majority of those present may adjourn the meeting, notifying absent board members of the time and place of the adjourned meeting.

6.5 VOTING

At all meetings of the general membership, each Active and Life member shall have one (1) vote and all matters shall be determined by majority vote of those present. Electronic voting may be permitted when members are not present in person.

6.6 MANNER OF ACTING

The act of a majority of the members present at a meeting at which a quorum is present shall be the considered final, except where otherwise provided by law or these By-laws.

6.7 ACTION WITHOUT A MEETING

The members of the Board or any Committee of the Board may act without a meeting if, prior to or subsequent to such action, each board member or committee member shall consent to such action. Such written or electronically transmitted consents shall be filed with the minutes of the meeting.

6.8 MEETING BY PHONE or ELECTRONIC COMMUNICATION

The members of the Board, or any Committee, or individual may participate in a meeting of the Board or Committee by means of telephone conference call or other method of electronic communication by which all persons participating are able to hear each other. The minutes shall reflect the members present and those participating remotely. Electronic voting is permitted.

ARTICLE VII

FISCAL POLICY

7.1 The fiscal year shall be July 1 to June 30 of the following year.

7.2 The Club financial statements shall be produced at the close of each fiscal year in accordance with generally accepted accounting principles by independent certified public accountants. All corporate documents will be filed with appropriate state and federal authorities and the financial statements shall be available to the Board at the September meeting.

7.3 All unbudgeted expenditures from fifty (\$50) to two hundred and fifty dollars (\$250) shall be approved by the Board.

All unbudgeted expenditures over two hundred fifty dollars (\$250) shall be approved by the general membership of the Club.

7.4 The Treasurer, Chair of the Finance Committee, will convene a meeting in January or February to prepare a budget for the following fiscal year to be presented to the general membership no later than the April meeting.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

8.1 The rules contained in the Certificate of Incorporation of the Garden Club of New Jersey as amended December 5, 1963 shall govern the Club. The rules contained in ROBERT'S RULES OF ORDER shall apply in all cases to which they are applicable and in which they are not inconsistent with the By-laws of the Club.

ARTICLE IX

AMENDMENTS

9.1 AMENDMENTS TO THE BY-LAWS

The Vice President will chair the By-laws Committee and shall review the By-laws at least once every two (2) years and make recommendations to the Board.

These By-laws may be altered, amended, revised, or repealed and new By-laws may be adopted by a two-thirds (2/3) vote of the those present at any regular or special meeting, provided written notice is given at least five (5) days prior to the meeting to each member of the Club of the intention to alter, amend, revise, repeal, or adopt new By-laws at such meeting, and such notice shall also include a copy of the proposed text.

ARTICLE X
DISSOLUTION

Upon the dissolution of the Club, assets shall be distributed for one or more exempt purposes within the meaning of section 501C(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

By-laws revised February 10, 2021

STANDING RULES

I. MISSION

The mission of the Rake and Hoe Garden Club of Westfield is to provide education, resources and opportunities to nurture the love of gardening, nature and artistic natural design, and to promote related civic and environmental responsibilities.

II. VISION

1. To study and advance the art and science of gardening, horticulture, floral design, and nature photography for our members and the public.
2. To encourage beautification of community gardens, perform community service projects, and aid in the conservation of our natural resources.
3. To sustain and grow membership by offering educational programs and activities.
4. To raise funds to support the vision and mission of the Club.
5. To maintain a permanent and accessible record of the Club, its history and ongoing activities.
6. To accomplish the Club's mission in the spirit of friendship, fellowship and community.

III. AMENDMENTS TO THE STANDING RULES

These Standing Rules may be altered, amended, revised, or repealed and new Standing Rules may be adopted by a majority vote of the those present at any regular or special Board Meeting, provided written notice is given at least five (5) days prior to the meeting to each Board Member of the intention to alter, amend, revise, repeal, or adopt new Standing Rules at such meeting, and such notice shall also include a copy of the proposed text.

IV. EXECUTIVE OFFICERS DESCRIPTIONS

Formal descriptions/responsibilities of the officers can be found in the section By-Laws, Article IV.

Director: The Director plays a supportive role to the President and the Board as a mentor. The Director attends the Board meetings and general meetings. Historically, the Director has coordinated the Club's responsibility for the Claire Brownell Memorial Wildflower Garden.

President: The President is responsible for coordinating the functions of the Club, leading both the Board and General meetings, and approving the dissemination of communication to the members and the public. After collection of all Interest Finders, the President appoints the Standing, Service and Special Committee chairs and attends their respective organizational meetings in June. Throughout the summer, the President works closely with the Yearbook chair to provide necessary details for the annual publication of the directory. Along with the Treasurer, the President is also fiscally responsible for the Club.

Vice President: The Vice President is responsible for keeping track of member status and absences. The Vice President coordinates prospective members, informs/advises them of the Club's activities and policies, installs new members at the General meeting, and provides new member contact information to the Club. The Vice President tracks the total membership count and performance against the membership limits set forth in Article 2.1 above. The Vice President also manages the Long Range Planning, and By-Laws functions for the Club.

Treasurer: The Treasurer is responsible for collecting dues, paying all expenses, whether direct or reimbursed, submits the roster and payment of dues to GCNJ, and provides information to the accountant to be

used in the development of the annual financial statements and tax returns for the Club. The Treasurer files annual renewals of the Club's corporate and charitable registrations with the appropriate State of New Jersey authorities. The Treasurer also is responsible for making the donations to the Clare Brownell Memorial Wildflower Garden Fund at the Westfield Foundation in memory of members' relatives as noted under Corresponding Secretary below and for managing the funds donated in memory of or in honor of a member, respecting any use or timing restrictions set forth by the donor.

Assistant Treasurer: The Assistant Treasurer shall serve in an apprentice capacity to the Treasurer and assist the Treasurer in the fulfillment of the Treasurer's tasks as set forth above, except that the Assistant Treasurer shall have no signatory authority on any Club account nor the ability to execute any agreement or make any filing on behalf of the Club.

Corresponding Secretary: The Corresponding Secretary is responsible for receiving, reporting and filing written external communications. The Corresponding Secretary is also responsible for identifying and acknowledging those members who have health issues or the passing of loved ones in the manners set forth below.

- Surgery, accident or hospitalization of a member – receive plant/flowers and card
- Death of member – family receives card and a memorial donation as is deemed suitable is made in memory of the member
- Death of a member's spouse, parent or child – \$25.00 donation to the Club Contributions/Memorial Fund for community gardens and service, and a card
- Death of immediate family member other than above – card
- Any donations received should reflect the wishes of the donor, if specified.

Recording Secretary: The Recording Secretary is present at each Board and General meeting (or assigns a substitute), records the proceedings, and submits the minutes for review to the President. The reviewed minutes are submitted by the President to the respective body for its review and approval. The Recording Secretary compiles the approved minutes for the business year and delivers them at the end of the business year to the President for inclusion in the official records of the Club.

V. STANDING COMMITTEE DESCRIPTIONS

All Active members must actively participate in at least two (2) Standing Committees and one (1) Service Committee annually. Members are not restricted in which or how many committees they may join as long as they are active participants.

Workshops, programs and fieldtrips of any committee are self-supporting. Any fees associated with these activities are not run through the Club's books.

Archives – Organizes published and unpublished documents. Recommends to the Board which items should be stored as hard copy, which should be digitized, and which should be discarded. Outsources designated items (print or digital) to the company selected by the Board. Oversees the digital archives, reporting glitches and keeping it up to date.

Artistic Crafts – Organizes and leads workshops engaging members in the design and creation of craft objects constructed solely of natural materials.

Awards – Coordinates awards for the Club, including in-house, community, state, regional and national awards.

- Club Awards – Design competitions are offered annually for Judy Kampe Trophy and Nancy Wallace Trophy where winners are determined by formal judging or by membership popular vote. Agnes Eggimann Award and the Kay Cross Award are determined by a vote of selected candidates by the Committee Members or in such other manner as determined by the Committee members. Descriptions of these awards can be found in the Appendix of the Standing Rules.
 - Presidential Citations - Based on the prerogative and selection by the President of worthy recipients.
 - Educational Reimbursement - Reimburse GCNJ and Master Gardeners course tuition for those members taking a course. Tuition is reimbursed in full if a member takes the test (50% if no test taken) for initial certification or for refresher certification. If a course must be taken out of state to be recertified, only tuition or program costs will be reimbursed. Cost of travel and accommodations are not included. Lunch included only if all-inclusive with tuition
 - A Member may avail her/himself of the courses provided by National Garden Clubs, Inc. (“NGC”), the Garden Club of New Jersey (“GCNJ”) and the Rutgers Cooperative Extension Programs Master Gardener curricula. If the Member takes a course for credit, the Club will reimburse course tuition. If the Member does not take the class for credit, the Club will reimburse course tuition at fifty percent (50%). In return for any reimbursement, the member shall provide to the Club one of the educational items listed below, which item shall be based on the reimbursed course content.
 1. A program presented during a Club general membership meeting.
 2. A workshop delivered outside of a Club general membership meeting, but to which the general membership is invited.
 3. An article for the Club newsletter, “The Bloomin’ Times,” which is delivered to the general membership in normal newsletter circulation.
 4. A pamphlet deliverable to the general membership via digital and/or print media.
- * Community Awards – Identify the needs of local schools and provide items or funding.
 - * Donations– Provide funding for identified projects or programs within the state and community. Donations may be made to beneficiaries including, but not limited to, conservancies, arboretums and public gardens.
 - * National/Regional/State Awards – Provide guidance to any member applying for national/regional/state awards using the NGC Book of Evidence format and regional or state award guidelines.
 - * GCNJ Life Membership – Consider annually all members eligible for GCNJ Life Membership pursuant to Section 2.9 of the By-laws and make any recommendations to the Board and general membership.

By-Laws – Chaired by the Vice President, the committee reviews the By-laws and Standing Rules biennially or more frequently, if needed. The review ensures that the By-Laws reflect current and correct practices. Changes to the By-laws are submitted to the Board and general membership for review and vote as set forth in Section 9.1 of the By-Laws. Changes to the Standing Rules are submitted to the Board for review and vote as set forth in the Section I of the Standing Rules.

Communications – Provides online contact with membership and the public using email, website and other digital media. The Chair will coordinate, with the committee, the update of information/technology for the membership and the public on the website and other digital media.

Community Projects – Service Committee - Organizes the club’s community service projects, including but not limited to, flower service, armed service remembrance cards and holiday gift bags at Lyons Veterans Hospital, gardening and holiday tree decorating project at the Jardine Academy and tray top floral arrangements for Mobile Meals.

Community Gardens – Service Committee - Claire Brownell Memorial Garden at the Westfield Historical Society on Mountain Avenue, Miller-Cory Garden on Mountain Avenue, the North Side Train Station, and Shadowlawn Pocket Park at the corner of Shadowlawn and Rahway Avenue – Teams of club members manage the design, planting and maintenance of each of these community gardens throughout the year and in

conjunction with their respective parent organizations and/or the town- Shadowlawn is also the Club's Blue Star Memorial garden and includes the Club's Juniors Butterfly Garden.

Finance – Chaired by the Treasurer, the committee provides guidance regarding the expenditures of the club, its officers, and committees as represented in budgeted line items. It is convened at mid-fiscal year and subsequent to the Long-Range Planning meeting to review the performance of each line item and to provide input regarding the increase/decrease and continuation of each existing line item and the introduction of any new line item for the following fiscal year. It may be convened at year end to review the results of the entire year.

Flower Design – Conducts educational programs/workshops according to the interests and needs of club members. In addition, members of the Committee provide the flower arrangements for the refreshment table at the monthly meetings and also provide the table arrangements for the June Luncheon.

Garden B's – Birds, Bees, Butterflies, & Bats - Conducts educational programs/workshops regarding pollinators according to the interests and needs of club members, including field trips to sanctuaries. Committee members may also provide educational material for the Newsletter concerning plants and gardening. Provides contest information on Bird Counts and selects a Bird of the Year for the Yearbook.

Historian – Documents the monthly activities and special events of the club in photography.

Horticulture - Conducts educational programs/workshops according to the interests and needs of club members. These may include studies in gardening, conservation and landscape design as well as garden-related field trips. Committee members may also provide the club members with educational material for the Newsletter concerning plants and gardening. Selects a Wildflower of the Year for the Yearbook.

Hospitality – Coordinates the refreshments at the monthly meetings of the general membership and plans the location and menu for the June Luncheon. Members of this committee serve as head hostess for the general membership meetings. All Club members who are not currently serving on the Board are assigned to at least one meeting to hostess and bring refreshments. Coordinates with the Board and venue host for set-up, design and table requirements.

Juniors - Coordinates the monthly meetings and programs of the Club's Junior Garden Club, which provide local youth with an educational and creative opportunity to learn about pollinators, gardening, conservation, flower design, and community service. Projects created by the Juniors can be displayed for competition at the GCNJ State Flower Show, can be given in appreciation to the Jardine Academy teachers or to their own families. The Juniors also maintain the Butterfly Garden at the Shadowlawn Pocket Park.

Long Range Planning – Chaired by the Vice President, the committee oversees the development of new projects and committees that are reflective of the members' current interests and responsive to the NGC and GCNJ guidelines and initiatives. Members may research, develop and design the projects/committees for consideration of the committee, Board, and general membership. The annual committee meeting is convened prior to the Finance Committee meeting in order that any new initiatives may be considered.

Membership – Chaired by the Vice President and cognizant of the membership limits within the By-Laws, the committee oversees membership recruitment and related activities of the club. Committee members help plan and attend membership teas, foster communication with prospective members at general meetings and follow up with prospective members as needed. The committee votes to recommend prospective members to the Board for membership in the club.

- Prospective members – Members may bring in prospective members to any public general meeting without a fee. The guest's name and contact information must be recorded in the Guest Book at each meeting the guest attends. Introduce your guest to the Vice President and the Club.

Prospective members must attend 3 general meetings and a Membership Tea. Upon completion of these requirements, the Membership Committee shall vote upon whether or not to recommend to the Board that applicant become a member and the Board shall vote upon the Committee's recommendation. Prospective members cannot participate in workshops or trips until they are full members.

- New members receive the annual yearbook and a violet upon installation at a general meeting.
- Departing members receive a violet at their last meeting.

Newsletter - Compiles/writes and produces the monthly newsletter, "The Bloomin' Times." -The newsletter includes articles on relevant topics and events as well as the Club's activities. Posts a pdf of the monthly newsletter to the Archives site and to the R&H President, who distributes it to the membership.

Nominating - The President is responsible for establishing the committee in January/ February. Committee members consist of the President and two (2) additional members from the Board and two (2) non-board members selected at the general membership meeting. They convene to select candidates as necessary who are then recommended to the Board for approval/vote and then to the general membership for vote in the spring preceding the Fall term in which they will serve.

Photography - Organizes and leads workshops engaging members in the use of photographic equipment and the elements of photo composition. The Committee also assists in the preparation of members' entries for the National Garden Clubs, Inc. calendar and photography competitions or exhibitions..

Program - Develops programs for the monthly general meetings following the NGC and GCNJ guidelines: pollinators, horticulture, landscape design, flower arranging, and related interests. The November meeting is a joint meeting with the Garden Club of Westfield and the Program Committee is responsible for selecting a program for this event every other year. A committee organizational meeting is held in February to discuss potential programs for the following year. Committee members help to contact and arrange for the speakers and assist in program set-up as needed.

Publicity - Submits articles/photos of the Club's events, community activities and achievements for publication in print or electronic media. In addition, the committee may also furnish publicity materials for fundraiser and membership activities.

Yearbook - Assembles the member contact and program information for the current club year, produces it in an easily utilizable format and manages the distribution to members. Information gathering and production design is done in June and July. Distribution is done in late August or early September.

V. SERVICE PROJECT COMMITTEES

All Active Members must actively participate in at least two (2) Standing Committees and one (1) Service Committee annually. Members are not restricted in which or how many committees they may join as long as they are active participants.

The Service Committees include the Community Projects Committee and the Community Gardens Committee which includes: 1) Claire Brownell Memorial Garden; 2) Miller-Cory Garden; 3) the North Side Train Station; and 4) Shadowlawn.

VI. SPECIAL AND AD HOC COMMITTEES

Special committees may be formed as the Club's interests require for special projects. Ad hoc committees may be formed on a provisional basis to "test out" the Club's interest in new activities to be supported by a Committee, which may then become a Standing Committee by vote of the Board.

APPENDIXES

Appendix I- MEMORIALS

Following the death of a current member or Friend, a memorial is created as determined by the current President. Memorial plantings are currently in Mindowaskin Park, the Westfield Historic Society Reeve House, the Claire Brownell Memorial Wildflower Garden, Shadowlawn Pocket Park, North Side Train Station Garden, and Miller-Cory House Museum.

1957	Virginia Dehls
1957	Ethel Pierce
1969	Myrtle Bishop
1969	Mildred Warnecke
1978	Agnes Eggimann
1979	Mabel Hudson
1980	Zelda Zeis
1981	Louise Thawley
1985	Mary Gilroy
1987	Vada Stanton
1988	Pat Engel
1989	Edythe Dugan
1991	Claire Brownell
1992	Josie Faust
1996	Evelyn McDonnell
1996	Frances Torgerson
1996	Stephanie Oppenheimer
1997	Judy Kampe
1999	Helen Bevelheimer
1999	Rose Scanlon
1999	Jennifer Ryan
2004	Nancy Wallace
2005	Karen (Tate) Oros
2006	Martha Mayer
2009	Dorothy Mulreany
2012	Linda Winter
2014	Letty Hudak
2014	Erica Fried
2018	Fran Brader
2020	Margaret Sailer
2020	Eileen Perley

Appendix II - PAST PRESIDENTS

1952-53	Agnes Eggimann (Mrs. Ervon J.)
1953-54	Gertrude Stuntz (Mrs. George H.)
1954-55	Edythe Dugan (Mrs. Frank J.)
1955-56	Ruth Gaven (Mrs. Edward L.)
1956-57	Edith Tonnessen (Mrs. Torg)
1957-58	Pat Hachmann (Mrs. Beverly K.)
1958-59	Mary Scott (Mrs. Robert W.)
1959-61	Mildred Warnecke (Mrs. Charles)
1961-63	Marie Gilson (Mrs. Thomas Q.)
1963-65	Adele Breitenstein (Mrs. John S.)
1965-66	Sally Thompson (Mrs. Maurice E.)
1966-67	Edythe Dugan (Mrs. Frank J.)
1967-69	Martha Mayer (Mrs. Charles R.)
1969-71	Virginia McElroy (Mrs. James G.)
1971-73	Dora Tribble (Mrs. Hugh W.)
1973-75	Louise Thawley (Mrs. William A.)
1975-77	Pauline Hydock (Mrs. Peter J.)
1977-79	Marian Templeton (Mrs. Harold)
1979-81	Nancy Wallace (Mrs. William Y.)
1981-83	Jeanne Monaghan (Mrs. Gerald J.)
1983-85	Kay Cross
1985-87	Peggy Cruger
1987-89	Carol Wagner
1989-91	Barbara James
1991-93	Michelle Healy
1993-95	Linda Parker
1995-97	Karyn (Tate) Oros
1997-99	Colleen Schmidt
1999- 2001	Elizabeth Hanscom
2001-03	Linda Winter
2003-05	Kris Luka
2005	Patty Kreider
2005-07	Pam Kolb
2007-09	Nancy Smith
2009-11	Maryann Pietruszki
2011-13	Gayle Lechner
2013-15	Karen Jolley-Gates
2015-17	Diana Kazazis
2017-19	Pat Wilson
2019-21	Jeanne Ryan
2021-23	Elizabeth Siano

Appendix III – PAST AWARD RECIPIENTS

Agnes Eggiman Award

Named for the first President of the Club, this honor is awarded annually to a member for making an outstanding contribution to the Club during that year. Usually announced at the annual luncheon when member receives the trophy to display for one year.

1984-85 Claire Brownell
 1985-86 Carol Wagner
 1986-87 Barbara James
 1987-88 Nancy Wallace
 1988-89 Martha Mayer
 1989-90 Linda Parker
 1990-91 Fran Kravitz
 1991-92 Pat Kelly
 1992-93 Karyn (Tate) Oros
 1993-94 Anna Lanam
 1994-95 Colleen Schmidt and Karyn Tate
 1995-96 Linda Parker – Claire Brownell Memorial Garden
 1996-97 Kay Cross – Flower Show
 1997-98 ***
 1998-99 Pat DelDuca and Karen Fowler – Holiday House Tour
 1999-00 Colleen Schmidt and Anna Lanam – Community Projects
 2000-01 Linda Winter – Luncheon Fund Raiser
 2001-02 Margot Partridge – R&H Newsletter
 2002-03 Alice Cowell – R&H Projects and Involvement
 2003-04 Clare Minick – Miller-Cory
 2004-05 Diana Kazazis – Flower Show and House Tour “Surfing the Garden”
 2005-06 Erica Fried – Shadowlawn Park/Town Liaison
 2006-07 Maryann Pietruszki and Nancy Smith – Holiday House Tour
 2007-08 Fran Brader – Revival of the Secret Garden Tour
 2008-09 Janet Gardener and Linda Winter – Spring Luncheon Fundraiser
 2009-10 Helen Pasterczyk – Horticulture knowledge
 2010-11 Kris Luka and Liz Dwyer – Holiday House Tour
 2011-12 Diana Kazazis – Blue Star Memorial and co-chair flower show “La Fleur Couture”
 2012-13 Beth Siano – R&H juniors
 2013-14 Inge Bossert – R&H Newsletter, Bloomin’ Times and starting the Photography Committee
 2014-15 Beth Siano and Pat Wilson – Holiday House Tour
 2015-16 Irene Greenstein – Expansion of our work with the Jardine Academy
 2016-17 Jeanette and Richard Pelikan – Taking on any & all tasks that come their way with grace & aplomb
 2017-18 Joan Barna – For her many outstanding contributions across Rake & Hoe since 2007
 2018-19 Deck the Halls Boutique Committee, 18 members co-chaired by Inge Bossert and Kris Luka, for the committee’s elegant products and contributions to the bottom line
 2019-20 Betsy Chance and Joe DaRold for outstanding contributions
 2020-21 COVY Award – To all members for rising to the Challenge of the Pandemic
 2021-22. Betty Gulino – Expansion of Community Projects

Judy Kampe Trophy

Named in memory of one of the Club's outstanding horticulturalists and designers, this honor is awarded annually to the winner of a competition coordinated by the Awards Committee of that year. Usually announced at the annual luncheon when member receives the trophy to display for one year.

1996-97 Kay Cross
 1997-98 ***
 1998-99 Lori Grow
 1999-00 Jeanne Monaghan
 2000-01 Linda Parker
 2001-02 Barbara Mullin
 2002-03 Fran Brader and Barbara Mullin
 2003-04 Barbara Mullin
 2004-05 Diana Kazazis
 2005-06 Marylyn Straight – “A Floral Teatime”
 2006-07 Margaret Smith – “Elfin Magic”
 2007-08 Colleen Schmidt – “A Touch of Spring”
 2008-09 Barbara Mullin – “Sunshine on Your Table”
 2009-10 Kay Cross – “Second Time Around”
 2010-11 Maryann Pietruszki – “Prickly Friends”
 2011-12 Barbara Mullin – Design Excellence in “La Fleur Couture” flower show
 2012-13 Beth Siano – a Pot et Fleur
 2013-14 Marylyn Straight
 2014-15 Alice Cowell
 2015-16 Beth Siano and Nina Sylvester – All-Green Designs
 2016-17 Sharon Shiraga – Brooch in the arts & crafts division of “*A Victorian Spring*” flower show
 2017-18 Carole Smillie – 15”X15” design using a gourd, pumpkin or squash
 2018-19 Tracy Criscitiello - Deck the Halls “dancing fairies”
 2018-19 Barbara Spelmeyer - Deck the Halls “winter birdhouses “
 2019-20 Kathryn Ciurczak – Orchid Competition
 2020-21 Kay Cross – Angel wing begonia propagation (We All Need an Angel)
 2021-22. Sharon Shiraga – Fairy house competition

Nancy Wallace Trophy

Named in memory of one of the Club's charter members who possessed particular interest in horticulture, wildflowers, herbs and their culinary uses, this honor is awarded annually to the winner of a competition coordinated by the Awards Committee of that year. Usually announced at the annual luncheon when member receives the trophy to display for one year.

- 2004-05 Gayle Lechner – *Allium 'Gladiator'*
- 2005-06 Gayle Lechner – Paperwhites
- 2006-07 Margot Partridge – Herb cookies
- 2007-08 Kay Cross – Pot-et-fleurs with herbs
- 2008-09 Nancy Smith – Topiary using herbs
- 2009-10 Maryann Pietruszki – Spice and herbal wreath
- 2010-11 Maryann Pietruszki and Colleen Schmidt – “Nesting High and Low”
- 2011-12 Barbara Mullin – Horticultural Excellence in “La Fleur Couture” flower show
- 2012-13 Pat Wilson – Tussie mussie
- 2013-14 Barbara Mullin – Herb basket
- 2014-15 Joan Barna – Honey and herb baked goods
- 2015-16 Nancy Smith – Amaryllis challenge
- 2016-17 Barbara Spellmeyer – Wardian Case in the horticulture division of “*A Victorian Spring*” flower show
- 2017-18 Beth Siano – A design incorporating a forced branch
- 2018-19 Diane Genco – Deck the Halls magnolia mannequins
- 2019-20 Nina Sylvester – Chocolate Pumpkin Seed Cookie in Sweet or Savory competition
- 2020-21 Margot Partridge – Plant design featuring Herbs (Herbacious Visions)
- 2021-22. Margot Partridge – Baked Holiday Delights competition

Kay Cross Award

Named in honor of Kay Cross, Garden Club of New Jersey Life Member and 2017 Central Atlantic Region of State Garden Clubs Golden Perennial Bloom Award Winner, who possesses extraordinary talent in floral design. This honor is awarded as merited to a member for making an outstanding contribution in floral design during any year as required. Usually announced at the annual luncheon when member receives the trophy to display for one year.

- 2008-09 Gayle Lechner – Fall flower show “Titles, Tints and Treasures”
- 2009-10 Barbara Mullin – Floral workshops
- 2010-11 Jill Sitcer – Winner of the Award of Design Excellence in the GCNJ Flower Show
- 2011-12 Inge Bossert – Photography consultant and floral designs
- 2012-13 Tracy Criscitiello – GCNJ June luncheon table designs
- 2013-14 Diana Kazazis – Chair of the GCNJ State Flower Show
- 2014-15 Alice Cowell – Ten years of inspiring youth floral design as Juniors co-chair
- 2015-16 Barbara Mullin – Design workshops and programs for club members
- 2016-17 Mary Foley Smith – Art In Bloom program
- 2017-18 Anna Daurio – Demonstrating and teaching excellence in design throughout her membership
- 2018-19 Anna Daurio – Deck the Halls mantle, as decided by popular vote
- 2019-20 Kay Cross (senior div.) and Nina Sylvester (novice div.) for floral interpretations competition

Sprout Award

Originated in 2017-2018. This honor is awarded annually to an individual(s) with five (5) years or less membership in who has/have made significant contributions to the organization as a new member.

2017-18	Cathy Becker – For stepping in as the chair of Community Projects and contributing to the success of the committees ongoing and new projects.
2018-19	Joe DaRold for his work on the newsletter, spearheading the archives project and creating club history projects
2018-19	Sharon Shiraga for her stewardship as Deck the Halls co-chair, Juniors chair activities and flower show participation
2019-20	Jane Christiani for significant contributions as a new member
2020-21	Kathryn Ciurczak for her significant contributions in Finance Betty Round for her significant expansion in Publicity
2021-22	Sue Feldman – Always willing to meet a challenge

Leadership Award

This honor is bestowed as merited upon a member who has demonstrated outstanding leadership in the Club.

2017-18	Diana Kazazis, initial recipient, a leadership force since 2001
2019-20	Barbara Mullin
2021-22	Kris Luka

Honorary Award

2004 Jane Gross – many years of enthusiastic participation and the donation of her book, First Flowers, to the elementary schools in Westfield

Presidential Citations

Awarded by the current president to any member making extraordinary contributions to the Club during any year as required.

From President Maryann Pietruszki to:

2010-11 – Janet Gardner – community projects

From President Gayle Lechner to:

2012-13 Jeannie and Richard Pelikan – enthusiastic contributions to Rake & Hoe
Irene Greenstein – enthusiastic contributions to Rake & Hoe

From President Karen Jolley-Gates to:

2013-14 Maryann Pietruszki – restoration of Claire Brownell Memorial Wildflower Garden
Pat Wilson – originating Worker Bees
2014-15 Barbara Murphy - publication of the Deck the Halls Holiday House Tour materials
Irene Greenstein – publicity for Deck the Halls
Diana Kazazis and Darielle Walsh – updating the By-laws

Jill Sitzer – dedication to Shadowlawn

From President Diana Kazazis to:

- 2015-16 Adah Levin –successful transition from the YMCA meeting location to Scotch Hills
 Carolynn Pulliam – service as the Interim Treasurer
 Karen Jolley-Gates and Linda Parker – development and sale of *Well Seasoned*, the Rake & Hoe
 cookbook
- 2016-17 Inge Bossert –design and printing of materials for the veterans programs and the standard flower
 show, “A Victorian Spring”
 Beth Siano – efforts above and beyond as the staging chair of the standard flower show, “A Victorian
 Spring”
 Alice Cowell – phenomenal staging design and chairing of the youth division of the standard flower
 show, “A Victorian Spring”
 Kay Cross – service to Rake & Hoe and excellence in floral design
 Paula Long – extraordinary and award winning publicity for Rake & Hoe
 Clare Minick – service to Rake & Hoe and excellence in horticulture and landscape design
 Barbara Mullin - service to Rake & Hoe and excellence in floral design

From President Pat Wilson to:

- 2017-18 Kris Luka – dazzling us over a decade with programs that kept us edified, enlightened & entertained.
 Lee Perry – your persistence with the VA found us the opportunity to develop one of our favorite
 projects, the floral design workshop & luncheon for the Lyons women’s PTSD clinic.
 Joe DaRold – for guiding us into the world of records management and challenging us to make ours a
 model program - when he’s not working on “The Bloomin’ Times.”
 Rich & Jeanie Pelikan – the host and hostess with the “mostess;” some people just have the knack!
 Jane Christiani & Betty Gulino – newer members who jumped into leadership positions & did great!
- 2018-19 Betsy Chance – stepping in as Treasurer during a very demanding Deck the Halls year
 Betty Round – creating first rate Publicity for Rake & Hoe and Deck the Halls
 Nina Sylvester – pushing the boundaries in design/winning a “blue” in her first GCNJ Flower Show
 Margot Partridge – pushing Photography Committee members to try new things and staging
 the GCNJ Flower Show competition.
 Inge Bossert - pushing Photography Committee members to try new things and staging
 the GCNJ Flower Show competition.
 Beth Hanscom – staging the GCNJ Flower Show Photography competition
 Barbara Spellmeyer – staging the GCNJ Flower Show Photography competition and making the Top
 24 in the National Garden Club Photography competition

From President Jeanne Marie Ryan

- 2019-21 All members –for all the effort to keep our organization vital and strong

From President Beth Siano

- 2021-22 Pamela Kolb, Karen Jolley-Gates, Pat Wilson– appreciation for years of service to the club

Appendix IV – WILDFLOWER OF THE YEAR

Designated by the Horticulture Committee annually:

1986	Jack-in-the-Pulpit (<i>Arisaema triphyllum</i>)
1987	Foam Flower (<i>Tiarella cordifolia</i>)
1988	Wild Ginger (<i>Asarum canadense</i>)
1989	Herb-Robert (<i>Geranium robertianum</i>)
1990	Blue Flag Iris (<i>Iris versicolor</i>)
1991	Marsh-Marigold (<i>Caltha palustris</i>)
1992	Black-Eyed Susan (<i>Rudbeckia hirta</i>)
1993	American Pennyroyal (<i>Hedeoma pulegioides</i>)
1994	Blue Flag Iris (<i>Iris versicolor</i>)
1995	Cardinal Flower (<i>Lobelia cardinalis</i>)
1996	Purple Violet (<i>Viola sororia</i>)
1997	Solomon's Seal (<i>Polygonatum biflorum</i>)
1998	Butterflyweed (<i>Asclepias tuberosa</i>)
1999	Wild Columbine (<i>Aquilegia canadensis</i>)
2000	Wood Geranium (<i>Geranium</i> spp.)
2001	Spiderwort (<i>Tradescantia virginiana</i>)
2002	Dog's Tooth Violet (<i>Erythronium americanum</i>)
2003	Wild Sweet William (<i>Phlox divaricata</i>)
2004	Snakeroot (<i>Cimicifuga racemosa</i>)
2005	Pink Turtlehead (<i>Chelone lyonii</i>)
2006	Wintergreen (<i>Gaultheria procumbens</i>)
2007	Fewleaf Sunflower (<i>Helianthus occidentalis</i>)
2008	Golden Coneflower (<i>Rudbeckia fulgida</i>)
2009	Mayapple (<i>Podophyllum peltatum</i>)
2010	Mullein (<i>Verbascum</i>)
2011	Golden Alexander (<i>Zizia aurea</i>)
2012	Blue Eyed Grass (<i>Sisyrinchium</i>)
2013	White Beardtongue (<i>Penstemon digitalis</i>)
2014	New Jersey Tea Plant (<i>Ceanothus Americanus</i>)
2015	Bloodroot (<i>Sanguinaria Canadensis</i>)
2016	Swamp Milkweed (<i>Asclepias Incarnata</i>)
2017	Fire Pink (<i>Silene Virginica</i>)
2018	Mountain Mint (<i>Pycnanthemum muticum</i>)
2019	Golden Ragwort (<i>Packera aurea</i>)
2020	Queen Anne's Lace (<i>Daucus carota</i>)
2021	Foamflower (<i>Tiarella cordifolia</i>)
2022	Mistflower (<i>Eupatorium coelestinum</i>)

Appendix V – BIRD OF THE YEAR

Designated by the Garden B's Committee annually:

2003	Eastern Goldfinch (<i>Carduelis tristis</i>)
2004	Ruby-Throated Hummingbird (<i>Archilochus colubris</i>)
2005	Blue Jay (<i>Cyanocitta cristata</i>)
2006	Northern Mockingbird (<i>Mimus polyglottos</i>)
2007	Yellow Warbler (<i>Dendroica petechia</i>)
2008	White-Breasted Nuthatch (<i>Sitta carolinensis</i>)
2009	Great-Horned Owl (<i>Bubo virginianus</i>)
2010	Great-Horned Owl (<i>Bubo virginianus</i>)
2011	Red-winged Blackbird (<i>Agelaius phoeniceus</i>)
2012	Northern Cardinal (<i>Cardinalis cardinalis</i>)
2013	Pileated Woodpecker (<i>Dryocopus pileatus</i>)
2014	American Robin (<i>Turdus migratorius</i>)
2015	Red-bellied Woodpecker (<i>Melanerpes carolinus</i>)
2016	Tufted Titmouse (<i>Panus bicolor</i>)
2017	Tree Swallow (<i>Tachycineta bicolor</i>)
2018	American Goldfinch (<i>Spinus tristis</i>)
2019	Gray Catbird (<i>Dumetella carolinensis</i>)
2020	Black-capped Chickadee (<i>Poecile atricapillus</i>)
2021	Indigo Bunting (<i>Passerina cyanea</i>)
2022	Chimney Swift (<i>Chaetura pelagica</i>)

Appendix VI – NEW JERSEY STATE SYMBOLS

Animal	Horse (<i>Equus caballus</i>)
Bird	Eastern Goldfinch (<i>Carduelis tristis</i>)
Butterfly	Black Swallowtail (<i>Papilio polyxenes</i>)
Dinosaur	First Complete Skeketon (<i>Hadrosaurus Foulkii</i>)
Fish	Brook Trout (<i>Salvelinus fontinalis</i>)
Flower	Common Meadow Violet (<i>Viola sororia</i>)
Fruit	Blueberry (<i>Vaccinia corymbosum</i>)
Insect	Hone Bee (<i>Apis mellifera</i>)
Motto	“Liberty and Prosperity”
Tree	Red Oak (<i>Quercus borealis maxima</i>)
Shell	Knobbed Whelk (<i>Busycon carica gmelin</i>)

Appendix V - FORMS

Treasurer's Use Only

Check # _____

\$ _____

Ck Date _____

**Rake & Hoe Garden Club, Inc.
Check Request Voucher**

Date _____ Amount \$ _____

Payable to _____

Address _____

Committee _____

List the purpose of this expenditure. Attach receipts to back.

Committee Chairman's Signature of Approval:

Required for Payment

The Rake and Hoe Garden Club of Westfield



Interest Finder 20__-20__

Please complete the entire form indicating your specific areas of interest.

Name _____
(Please make changes in address, phone or email on back of form. Thank you.)

The Board – The Board is composed of members representing chairs of each committee/garden and guides the Club in policies and procedures. We meet at a Board member’s home the first Monday of each month, September through June at noon for a light lunch and business meeting. Please indicate your interest below:

- _____ I would like to serve on the Board as an Executive Officer.
- _____ I would like to serve on the Board as a Committee Chair. (Mark “C” below)

Standing Committees - Active Members are *required* to actively participate on two (2) Standing Committees, but you may work on more. Indicate your order of preference by marking 1, 2 etc. Mark “C” if you would like to chair a committee.

- | | |
|--------------------------------|-----------------------------|
| _____ Archives | _____ Hospitality |
| _____ Artistic Crafts | _____ Juniors |
| _____ Awards | _____ Long-Range Planning |
| _____ ByLaws | _____ Membership |
| _____ Communications (Website) | _____ Newsletter |
| _____ Finance | _____ Photography |
| _____ Flower Design | _____ Program |
| _____ Garden B’s | _____ Publicity |
| _____ Historian | _____ Yearbook |
| _____ Horticulture | _____ Ad hoc- Auction/other |

Service Committees – Active Members are *required* to actively participate in *either* the Community Projects Committee *or* in one of the Community Gardens. Please indicate your selection below.

- _____ **Community Projects** _____ Jardine _____ Mobile Meals. _____ Veterans
- _____ **Community Garden** _____ Shadowlawn _____ Miller Cory _____ Claire Brownell
- _____ Urns _____ Train Station?

Programs – Share your ideas with us about speakers, workshops, trips, or other areas of interest. (Need more space? Please use the back of the page.)

_____ Are you knowledgeable on a subject and willing to do a program/workshop for us? Tell us about it below.

Thank you for your time in filling out this form. Please return to Treasurer by April 1 with your dues of \$60 for Active members and \$65 for Associate members and \$70 for Sustaining members.