



# Standing Rules of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

[email@paradisegardenclub.org](mailto:email@paradisegardenclub.org)

[www.paradisegardenclub.org](http://www.paradisegardenclub.org)

*Last update: 2022-12-12*

---

## *Table of Contents*

A. MEETINGS .....	3
B. FINANCES .....	4
Revenue .....	4
Dues .....	4
Donations to the club .....	4
Donations of professional skills .....	5
Fundraisers.....	5
Donations made by the club.....	5
Expenses .....	6
Budgeting .....	6
Scholarship Funding.....	6
Finance and the CGCI and NGC Books of Recognition.....	6
C. TEAMS AND TEAM LEADS .....	7
Standing Teams Led by Elected Officers.....	7
The Programs Team .....	7
The Publicity Team .....	7
The Sunshine Team.....	8
The Membership Team .....	8
The Budget Team.....	8
Standing Teams with Appointed Leads.....	9
The Audit Team .....	9
Auditor Requirements .....	9
The Audit Team.....	10
The Awards Team.....	11
The Beautification Team.....	11
The Digital Presence Team .....	12
Webmaster.....	12
e-Librarian .....	13
Email-List Manager .....	13
Social Media Manager .....	14
The Garden of the Month Team.....	14
The Greeting/Telephone Team .....	15



# Standing Rules of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

email@paradisegardenclub.org

www.paradisegardenclub.org

*Last update: 2022-12-12*

The Historian/President’s Book Team.....	15
The Horticulture Team.....	16
The Newsletter Team.....	17
The Penny Pines Team .....	17
The Plant Sales Team .....	19
The Property Teams .....	19
Property Team Lead (Material Equipment) .....	19
Property Team Lead (Digital Equipment).....	20
The Hospitality Team.....	20
The Youth Programs Team.....	20
Special Teams with Appointed Leads.....	21
Fundraising Teams.....	22
The Annual Garden Tour Team.....	22
The Annual Plant Sale Team.....	22
The Daffodils Team .....	22
All Other Teams .....	23
The Member’s Handbook Team.....	23
The Nominations Team .....	24
The Scholarship Team.....	24
D. CORE DOCUMENTATION.....	25
List of PGCI’s core documents .....	25
How to get copies of PGCI’s core documents .....	26
How to update PGCI’s core documents.....	26
E. TRANSMISSIONS OF RECORDS.....	26
F. CORE PROCESSES .....	26
Regarding the club Post Office box.....	26
Regarding bank signature cards.....	27
Regarding the club storage compartment(s) .....	27
Regarding reimbursement.....	27
For non-mileage reimbursements and receipts:.....	27
For mileage reimbursements: .....	28
Regarding State Convention attendance expenses.....	28
G. AMENDING THIS DOCUMENT .....	29
H. REVISION HISTORY.....	29



# Standing Rules of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

email@paradisegardenclub.org

www.paradisegardenclub.org

*Last update: 2022-12-12*

---

## **A. MEETINGS**

- General meetings normally shall be held on the second Monday of each month except August.
- The general membership must be notified of changes to times and places of meetings. Notification is handled by email and/or the Greeting/Telephone Team.
- When Club business dictates, the executive board may meet just prior to the general meeting. The President may call or cancel such an executive board meeting.
- A horticultural display may be held at each meeting. The club also may undertake occasional horticultural contests, with prior notification to the general membership. Contest rules are contained in the *PGCI Horticultural Guidelines* document.
- Program presenters will be offered a \$100.00 check per program (not per individual presenter) if the presentation is in person and \$50 if the presentation is by video, in appreciation. Additional expenses must be approved by the board. It is not relevant whether or not the presenter is a member of PGCI.
- No commercial advertising or sales are permitted at any club meeting unless voted on and passed by the board.
- Donations of items for silent auctions at general meetings are acknowledged at the general meeting. Donors may display their name and/or business name on the item(s) and have their business cards and/or one stack of flyers (max size 8.5x11") available near their donated item.



# Standing Rules of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

email@paradisegardenclub.org

www.paradisegardenclub.org

*Last update: 2022-12-12*

---

## **B. FINANCES**

### **Revenue**

#### ***Dues***

- Annual dues shall be \$30 per year for an individual membership, \$45 for household membership, due by the October meeting. These amounts include one tour ticket per individual and two tour tickets per household memberships.
- Dues can be delinquent only up to two months past the date due.
- Delinquency of dues results in the loss of membership in good standing and being dropped from the Roster and email list until dues are paid.
- Dues include membership in Buttes District, California Garden Clubs, Inc. Pacific Region, and National Garden Clubs, Inc.

#### ***Donations to the club***

- A thank you letter is to be sent to each donor, identifying the donation amount (or content, if in kind).
- Donors of silent auction items may display their name(s) on the item(s) and have their business cards and/or one stack of flyers (maximum size 8.5x11") available.
- When donations of funds to the club are accompanied by indications from the donor designating the intended use of the funds, those intentions will be honored. When no earmarks accompany a donation, the funds are added to the general fund.
- Donations of physical equipment to the club are limited to equipment in good repair, or equipment that can be easily and inexpensively repaired. Donated equipment must be evaluated in these regards by someone



## Standing Rules of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

email@paradisegardenclub.org

www.paradisegardenclub.org

*Last update: 2022-12-12*

---

appointed by the President. Final acceptance of such equipment is the decision of the board with input from the appointed evaluator

- Donations of electronic equipment or software to the club are limited to equipment that can be proven to work and does not require repair or update. Such equipment must be less than 24 months old. Donated equipment must be evaluated in these regards by someone appointed by the President. Final acceptance of such equipment is the decision of the board with input from the appointed evaluator.

### ***Donations of professional skills***

As a 501(c)3, the club has responsibility to stretch the contributed dollar as far as we can. We appreciate contributions of professional skills, but request that such contributions come in the form of a donation. In-kind donations are tax deductible for the donor.

### ***Fundraisers***

The club may hold fundraisers at any time, including but not limited to garden tours, plant sales, daffodil bulb promotions, and auctions.

Raffles, if any, will be conducted under the laws of the State of California on nonprofit raffles. (See <https://oag.ca.gov/charities/raffles>.)

### ***Donations made by the club***

Donations made by the club must be accompanied by a letter designating the intended use of the funds or equipment.



# Standing Rules of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

email@paradisegardenclub.org

www.paradisegardenclub.org

*Last update: 2022-12-12*

---

## Expenses

### *Budgeting*

- Preparation of an annual budget is described in *The Budget Team* on page 8, with additional information in the *PGCI Bylaws* in Article VI, Section 5 (Treasurer), paragraph h.
- Budgeted expenses above a previously approved amount shall be paid only in accordance with Article IV, Section 1, “Club Funds” of the *PGCI Bylaws*.
- Non-budgeted expenses shall require discussion and approval by the board prior to payment.

### *Scholarship Funding*

- The club offers scholarship funding every year to second-year students in the Horticulture program of Butte College.
- The specific value of these scholarships may vary from year to year based on available funds, and is a decision made by the board.

## Finance and the CGCI and NGC Books of Recognition

The CGCI and NGC Books of Recognition are records of notable events, donations, decisions, and other items that may be of interest to posterity. PGCI’s received donations, contributions, honoraria, and memorials *can be* submitted for recording in the CGCI and NGC Books of Recognition. The applications and rules are on each organization’s website. Here are the general rules:

- For all donations, state the name and location of the donor.
- For memorial contributions, state the name of the person in whose memory the donation is given and name and location of donor.
- For honoraria, state the name and location of the honoree.



## Standing Rules of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

email@paradisegardenclub.org

www.paradisegardenclub.org

*Last update: 2022-12-12*

---

### **C. TEAMS AND TEAM LEADS**

The term Team Leads may be read as “Team Lead or Co-Lead.”

The club has these kinds of teams:

- Standing teams, the leads of which are elected officers (starting on page 7 of this section).
- Standing teams, the Leads of which are appointed by the President and approved by the board (starting on page 8 of this section).
- Special teams, the Leads of which are appointed by the President and approved by the board (starting on page 21 of this section).

#### **Standing Teams Led by Elected Officers**

These standing teams are described in the *PGCI Bylaws*. The currently proposed *PGCI Job Descriptions Notebook*, when and if realized, also would become a key repository of additional information on these teams.

##### ***The Programs Team***

The Programs Team is led by and may consist solely of the First Vice-President, who also is the Programs Team Lead. This position is described in the *PGCI Bylaws*.

The Programs Team Lead keeps a notebook of previous and potential programs. This notebook, or a copy of it, is handed off to subsequent Program Team Leads.

##### ***The Publicity Team***

The Publicity Team is led by and may consist solely of the Second Vice-President. This position is described in the *PGCI Bylaws*.



## Standing Rules of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

email@paradisegardenclub.org

www.paradisegardenclub.org

*Last update: 2022-12-12*

---

The Publicity Team Lead keeps a notebook of publicity outlets along with instructions for logging in and using them to publicize events. This notebook, or a copy of it, is to be handed off to subsequent Publicity Team Leads.

### ***The Sunshine Team***

The Sunshine Team is led by the Corresponding Secretary and optimally includes other members.

This team greets guests and new members at general meetings and introduces them to someone who could walk them around for a group introduction. They may even be able to introduce them to gardeners who share their particular interests.

The Sunshine team receives information about members who are experiencing any of life's big transitions (births, marriages, serious illnesses, death of loved ones, and so on) and prepares & sends greeting cards from PGCI.

The Sunshine Team Lead keeps track of expenses to provide to the Budget Team annually in March, or by request.

### ***The Membership Team***

The Membership Team is led by and may consist solely of the Membership Team Leads and optimally includes other members.

### ***The Budget Team***

The Budget Team is led by the Treasurer and consists of the Treasurer and at least one other elected officer and at least one general member. This team oversees all club finances as detailed in this section. The position of Treasurer is fully described in the *PGCI Bylaws*.





## Standing Rules of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

email@paradisegardenclub.org

www.paradisegardenclub.org

*Last update: 2022-12-12*

---

The Budget Team works on this timeline:

- March: The Treasurer forms and holds one or more meetings to create the proposed new budget.
- April: The team offers the proposed budget to the board for approval. Providing it is approved, the Team then offers the board-approved budget to the general membership for 30-day review.
- May: The general membership votes on the board-approved proposed budget.
- June: The outgoing Recording Secretary, along with the incoming President, Treasurer, and Recording Secretary, meet at the bank to update bank signature cards. The outgoing Secretary brings the signed minutes showing the election of the incoming officers.
- July: New budget effective July 1st.

Budget forms and the most recent budget may be available from the PGCI Cloud Librarian. Modified and new forms should be submitted to the Cloud Librarian for storage.

The Treasurer incorporate notes on the decision-making process, which may be useful to subsequent Budget Teams, in the internal copy of the final budget.

### **Standing Teams with Appointed Leads**

#### ***The Audit Team***

##### *Auditor Requirements*

The auditor:

- a. Has enough financial experience to conduct a meaningful review of the Club's financial records.
- b. Chairs the Audit Team, consisting of the Auditor, one or two members appointed from the general membership, and one appointed from the executive board.



## Standing Rules of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

email@paradisegardenclub.org

www.paradisegardenclub.org

*Last update: 2022-12-12*

---

- c. Along with the Audit Team, assures that an audit of all Treasurer's records is made at the end of fiscal year or at any other time deemed necessary by the executive board.
- d. Submits a written Audit Report at the September general meeting following the audit.
- e. Optionally, at completion of the audit, offers objective advice for improving financial reporting and internal controls to maximize Club's financial performance and efficiency.

### The Audit Team

The Audit Team is led by the Auditor and consists of the Auditor, the Treasurer, and one or two members appointed from the general membership. The position of Auditor is fully described in the *PGCI Bylaws*.

The Audit Team has an oversight role and therefore may coordinate, monitor, and work closely with the rest of the members of PGCI to prepare for an audit.

The Audit Team is the body that presents the auditors' findings to the board of Directors, making sure that the full board understands any recommendations made by the auditors before formally accepting the audit report.

The Audit Team recommends changes in practices or reporting in order to maintain or bring the nonprofit into a "best practices" position.

Finally, in cases in which a new auditor must be identified, the Audit Team may participate in the decision to select the auditor.

The Audit Team works on this timeline:

- In July, or at the behest of the Executive Team: the Audit Team forms.
- In August: the Audit Team examines samples of Treasurer's records made at this end of term of office, or at any other time deemed necessary by the executive board.
- In September: the Auditor submits a written Audit Report at the first board meeting and then to the general meeting following the audit.



## Standing Rules of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

email@paradisegardenclub.org

www.paradisegardenclub.org

*Last update: 2022-12-12*

---

### ***The Awards Team***

The Awards Team is led by and may consist solely of the Awards Team Leads, who shall:

- Maintain awareness of Garden Club awards available to the club and members as stated in the *California Garden Clubs, Inc. Yearbook*.
- Notify the board and members of potential awards and of deadlines for submission of applications.
- Assist members in obtaining application forms from CGCI.
- Provide direction to team leads and members for CGCI award entries.
- Share awards achieved at appropriate general meetings. Share books of evidence when included.
- Use email announcements and the newsletter as avenues for informing members.
- Manage the PGCI Stars Award process on this timeline:
  - October: prepare nomination slips and provide them to the membership at the October general meeting.
  - October and November: Receive and tally nomination slips.
  - December: Announce the recipient of the PGCI Stars Award for that year. (See the *PGCI Yearbook* for more information.)

The Awards Team Leads keep a notebook of publicity outlets along with instructions for logging in and using them to publicize events. This notebook, or a copy of it, is to be handed off to subsequent Awards Team Leads.

### ***The Beautification Team***

The Beautification Team is led by and may consist solely of the Beautification Team Leads, who shall:

- Represent the club in matters pertaining to civic beautification.



## Standing Rules of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

email@paradisegardenclub.org

www.paradisegardenclub.org

*Last update: 2022-12-12*

---

- Meet with Team to discuss ongoing and new projects.
- Report on new/ongoing projects and expenditures to the executive board and to members at the general meetings and submit information to PGCI newsletter editor.
- Propose beautification projects approved by the Beautification Team to the board for recommendation to the general membership for a vote. Proposals are to include a budget.
- Manage the schedule on which the Beautification Team attends to the various locations in town at which PGCI gardens.
- In the event of a required decision out of PGCI's purview, will notify the owner and/or administrator of the subject property, answer questions about PGCI if they arise, explain PGCI's role if necessary, and take the resulting decision back to PGCI for sharing and discussion.
- Optionally, submit the club's projects for a CGCI award. (Get date from Awards Team Lead.)

The Beautification Team Lead keeps a notebook of gardening events & history at the locations to which PGCI tends. This notebook, or a copy of it, is to be handed off to subsequent Beautification Team Leads.

### ***The Digital Presence Team***

The Digital Presence Team is led by the Webmaster and consists of the Webmaster, the E-Librarian, the Email-List Manager, and the Social Media Manager.

#### *Webmaster*

The Webmaster shall:

- Manage, improve, and update the club's website.



## Standing Rules of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

email@paradisegardenclub.org

www.paradisegardenclub.org

*Last update: 2022-12-12*

---

- Work with the board to research/provide answers to technical questions about, or troubleshoot problems with, the website, email list-management tool, or e-library.
- Ultimately, assume responsibility for ensuring that the website, email list, and e-library continue to address the needs of the club.
- Submit backup copies of website files, photos, and other information to the E-Librarian.
- Offer training in various aspects of the club's digital presence where warranted or necessary.
- Optionally, apply for a CGCI award in websites. (Get the date from Awards Team Lead.)

The Webmaster keeps a notebook of website history, along with login ID/password pairs and password changes. This notebook, or a copy of it, is to be handed off to subsequent Webmasters.

### *e-Librarian*

The e-Librarian shall:

- Manage and update the club's e-library of important documents and files.
- Make important files stored on the e-Library available to the board on request.
- Offer training in this aspect of the club's digital presence when circumstances call for it.

The E-Librarian keeps a notebook of online contents in the cloud. This notebook, or a copy of it, is to be handed off to the Webmaster and subsequent e-Librarians.

### *Email-List Manager*

The Email-List Manager (AKA the Chimpmaster) shall:



## Standing Rules of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

email@paradisegardenclub.org

www.paradisegardenclub.org

*Last update: 2022-12-12*

---

- Manage and update the club's email list-management tool and maintain member e-dress security.
- Offer training in this aspect of the club's digital presence when circumstances call for it.

The Email-List Manager keeps a notebook of relevant login ID/password pairs and password changes. This notebook, or a copy of it, is to be handed off to the Webmaster and subsequent Email-List Managers.

### *Social Media Manager*

The Social Media Manager shall:

- In conjunction with the Webmaster and Newsletter Editor, manage and update the club's social media presence with current information.
- Offer training in this aspect of the club's digital presence when circumstances call for it.

### ***The Garden of the Month Team***

The Garden of the Month Team is led by and may consist solely of the Garden of the Month Team Lead, who shall:

- Each month, select a residential garden in the community to be publicized as the Garden of the Month.
- Each month, select a commercial garden in the community to be publicized as the Commercial Garden of the Month.
- During winter months, depending upon weather, there may be no garden selection. During August the club is dark, so July's Garden of the Month may be the GOTM for two months.
- Place the appropriate club sign on each yard for publicity.
- Procure a photograph of each garden when possible.



## Standing Rules of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

email@paradisegardenclub.org

www.paradisegardenclub.org

*Last update: 2022-12-12*

---

- Provide the Newsletter Editor with the photo and information containing the homeowners' and/or businessperson's name(s), addresses, and a brief description of the Garden of the Month by the first Monday of the month.
- Give copies to the Historian (see *The Historian/President's Book Team* on page 15).

The GOTM Team Lead keeps a notebook of relevant Garden of the Month history and notes. This notebook, or a copy of it, is to be handed off to the subsequent Garden of the Month Team Leads.

### ***The Greeting/Telephone Team***

The Greeting/Telephone Team is led by and may consist solely of the Greeting/Telephone Team Lead, who shall:

- Greet all members and guests at all meetings and other club gatherings.
- Keep attendance records and report at the general meetings, introducing guests and announcing the number of members present.
- Encourage members to wear nametags.
- Distribute tickets for any door prize at general meetings.
- Attend executive board meetings to establish what information must be relayed to the general membership about coming events and share that information with any other team members.

### ***The Historian/President's Book Team***

The History/President's Book Team is led by and may consist solely of the Historian, who shall:

- Maintain the written and visual record of the accomplishments of the club and its membership activities.



## Standing Rules of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

email@paradisegardenclub.org

www.paradisegardenclub.org

*Last update: 2022-12-12*

---

- Receive from the Membership Team Lead or general membership those newspaper articles, photographs, and award certificates (or copies when appropriate) to add to the written collection.
- Scans any incoming, non-digital material and organizes it into a digital copy of the President's Book to provide the e-Librarian as a backup.
- The Historian/President's Book Team Lead hands off the record to the subsequent Historian/President's Book Leads.

### ***The Horticulture Team***

The Horticulture Team is led by and may consist solely of the Horticulture Team Lead, who shall:

- At appropriate general meetings, set up the display table so that participants can place their displays/entries at least one-half hour prior to the meeting's start.
- Members may bring any number of flora exhibits for an unjudged display.
- Whenever the club holds a horticultural contest:
  - Select three non-exhibiting members to act as judges.
  - When called upon by the President, announce the current winners in each of the categories. See the *PGCI Horticultural Guidelines* for more information.
  - Give a list of winners to the Recording Secretary and keep a copy in the Horticulture Team Lead's binder.
  - Keep a tally of all first-prize winners and report the final scores to the Awards Team Lead for a year-end award.
  - Present the winning horticulture award at the July meeting.





## Standing Rules of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

email@paradisegardenclub.org

www.paradisegardenclub.org

*Last update: 2022-12-12*

---

### ***The Newsletter Team***

The Newsletter Team is led by and may consist solely of the Newsletter Editor, who shall:

- Obtain, from the Awards Team Lead or the CGCI website, a list telling what items are expected to be in the club newsletter.
- Publish a monthly club newsletter. Each newsletter edition is to include, at minimum:
  - The program for the current and next month's general meetings.
  - Upcoming gardening events at the local, district, and state levels.
  - Whenever possible, articles by members relating to horticulture.
  - Any information that the District and State have provided for distribution.
- Make the newsletter available to each member. This includes online distribution plus a limited number of printed copies distributed from the Greeting table during general meetings, to go to those who do not have the ability to view the newsletter in digital format.
- Forward copies to the Buttes District Director and the *Golden Gardens eNews* editor.
- Provide an electronic copy to the Webmaster for publication on the website.
- Optionally, submit a set of newsletters for a CGCI award. (Get date from Awards Team Lead.)

### ***The Penny Pines Team***

The Penny Pines Team is led by and may consist solely of the Penny Pines Team Lead, who shall:



## Standing Rules of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

email@paradisegardenclub.org

www.paradisegardenclub.org

*Last update: 2022-12-12*

---

- Collect donations for Penny Pines during the general membership meetings. (Individuals also may purchase a plantation for \$68.00. When a check is used, it must be payable to PGCI.)
- Turn collected money over to the Treasurer after each meeting.
- Order Penny Pines Plantations from the Forest Service whenever the amount of a plantation (\$68) is available in the Penny Pines Fund. To do so the Penny Pines Team Lead shall:
  1. Request that the Treasurer issue a check to purchase a plantation.
  2. Complete a Penny Pines application form, available on the CGCI website.
  3. Complete a CGCI Penny Pines Notification form, also available on the CGCI website (to inform CGCI so that the donation is announced in *Golden Gardens* magazine).
- Submit the forms and fees described above to complete the purchase of one memorial plantation.
- Upon the death of a member, request the Treasurer to transfer a memorial contribution of \$68 from the club's Miscellaneous General Expenses fund to the Penny Pines Fund.
- Upon the death of a member's spouse, request the Treasurer to transfer a memorial contribution of \$10 from the club's Miscellaneous General Expenses Fund to the Penny Pines Fund.
- In connection with either of these events the Penny Pines Team Lead shall:
  1. Notify the bereaved family that this amount has been donated to Penny Pines as a Living Memorial.
  2. Provide the information to the Corresponding Secretary/Sunshine Team Lead for inclusion with a club message of condolence.
- Keep all Penny Pines Certificates and record books in good order and deliver duplicates to the next Penny Pines team lead.



## Standing Rules of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

email@paradisegardenclub.org

www.paradisegardenclub.org

*Last update: 2022-12-12*

---

- Contribute Penny Pines records to the Historian.

### ***The Plant Sales Team***

The plant sales discussed here are a feature of general meetings. For the major fundraising Plant Sales, see the chapter on plant sales in the (currently draft) *How to Put On the Best Garden Tour Ever* book.

The Plant Sales Team is led by and may consist solely of the Plant Sales Team Lead. This team sets up the plant sale and collects funds, turning collected funds over to the Treasurer after each plant sale.

### ***The Property Teams***

The Property Teams are led by and may consist solely of the Property Team Lead for material equipment and the Property Team Lead for digital equipment.

#### ***Property Team Lead (Material Equipment)***

The Property Team Lead (Material Equipment) shall:

- Oversee the use, withdrawal, maintenance, and orderly storage of the club's physical property.
- Keep an inventory.
- Keep properties in order so that items may be used whenever needed.
- Respond to and stay in touch with event team leads, who are to:
  - Communicate with the Property Team Lead (Physical) about what physical property will be needed for an event.
  - Collect that equipment near the time of the last general meeting prior to the event.
  - Return equipment in good order as soon as possible after the event.

Note: No club properties shall be lent out without executive board approval.



## Standing Rules of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

email@paradisegardenclub.org

www.paradisegardenclub.org

*Last update: 2022-12-12*

---

### Property Team Lead (Digital Equipment)

The Property Team Lead (Digital Equipment) shall:

- Oversee the use, withdrawal, maintenance, and orderly storage of the club's digital equipment.
- Make an inventory two or three times a year, including after the Garden Tour.
- Keep properties in order so that items may be used whenever needed.
- Respond to and stay in touch with event team leads, who are to:
  - Communicate with the Property Team Lead (Digital) about what equipment will be needed for an event.
  - Collect that equipment near the time of the last general meeting prior to the event.
  - Return equipment in good order as soon as possible after the event.

Note: No club properties shall be lent without executive board approval.

### ***The Hospitality Team***

The Hospitality Team is led by and may consist solely of the Hospitality Team Lead/s, who is responsible for organizing and providing refreshments for club events, excluding the annual garden tour.

### ***The Youth Programs Team***

The Youth Programs Team is led by and may consist solely of the Youth Team Lead/s, who does any of these:

- Provides an opportunity, program, or junior garden club that contributes to the promotion of gardening among youth;
- Promotes campaigns for litter control, forest protection, Arbor Days, or horticulture awareness.



## Standing Rules of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

[email@paradisegardenclub.org](mailto:email@paradisegardenclub.org)

[www.paradisegardenclub.org](http://www.paradisegardenclub.org)

*Last update: 2022-12-12*

---

- Brings new project plans to the executive board for approval and funding before launching a program.
- Becomes familiar with the many Youth Awards offered through the State (CGCI), Regional (Pacific Region), and National Garden Club (NCSGC). (See the *California Garden Clubs, Inc. Yearbook* or visit the CGCI website for information.)
- Applies for appropriate Youth Awards on behalf of PGCI.
- Maintains a book of all correspondence and pictures pertaining to PGCI youth programs.
- Makes regular reports to the executive board, and, if warranted, to the general membership.

### **Special Teams with Appointed Leads**

This section covers Special Team Leads appointed by the President and approved by the executive board, and include the fundraiser teams:

- Annual Garden Tour Team
- Annual Plant Sale Team
- Daffodil Team

and all other teams:

- Member's Handbook Team
- Nominations Team
- Scholarship Team



# Standing Rules of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

email@paradisegardenclub.org

www.paradisegardenclub.org

*Last update: 2022-12-12*

---

## ***Fundraising Teams***

### ***The Annual Garden Tour Team***

The Garden Tour Team is led by the Garden Tour Coordinator(s), who follow guidance as laid out in the (currently draft) PGCI handbook *How to Put On the Best Garden Tour Ever* and historical records of previous tours.

### ***The Annual Plant Sale Team***

The Plant Sale Team is led by the Plant Sale Coordinator(s), who follow guidance as laid out in the plant sale chapter of the (currently draft) PGCI handbook *How to Put On the Best Plant Sale Ever*.

### ***The Daffodils Team***

The Daffodils Team is led by the Daffodils Team Lead(s), who:

- Order daffodil bulbs in July in preparation for delivery and sales starting around October.
- Announce the availability of daffodil bulbs to members through any available channel, including board and general meetings and the club email list.
- Announce the availability of daffodil bulbs to the public by working with the Publicity Team Lead.
- Rely on the Beautification Team to select public areas for daffodil planting, and supply them with the bulbs to complete those projects.
- Keep a running tally of bulbs sold or donated, along with any additional funds donated.
- Collect funds, turning them over to the Treasurer after the event.

Daffodil bulbs are a budgeted item every year. The team purchase as many bulbs as we can get with the budgeted amount for that year.



## Standing Rules of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

email@paradisegardenclub.org

www.paradisegardenclub.org

*Last update: 2022-12-12*

---

PGCI does not “charge” for the bulbs but suggest that those who want them make a donation. (We pay tax on the bulbs sold; donations from individuals and businesses do not incur taxes.)

Not all bulbs are sold; some are donated to various places/organizations around town.

### ***All Other Teams***

#### ***The Member’s Handbook Team***

The Member’s Handbook Team is led by and may consist solely of the Member’s Handbook Lead/s, who shall:

- Maintain a list of suggested changes to the four sections of the *PGCI Member’s Handbook* in preparation for future update/review cycles. The sections and their update cycles are:
  - The *PGCI Bylaws*, updated as warranted in the opinion of the board.
  - The *PGCI Standing Rules*, updated as warranted in the opinion of the board.
  - The *PGCI Yearbook*, updated at the start of each board’s term of office.
  - The *PGCI Photo Roster*, updated as warranted in the opinion of the Membership Lead.
- With at least two other members, and starting with the latest versions of each of the following core documents, shall:
  - Coordinate and oversee the update.
  - Review changes with the board.
  - Incorporate any resulting second round of edits.
  - Present the draft update to the membership for an acceptance vote.
  - After discussion with the board, incorporate any resulting final round of edits.



## Standing Rules of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

email@paradisegardenclub.org

www.paradisegardenclub.org

*Last update: 2022-12-12*

---

- Publish and distribute the resulting updated document.
- Work with the Club Photographer to update photos in the Photo Roster.
- Work with the Webmaster to keep the *PGCI Bylaws* and *PGCI Standing Rules* up to date on the website.
- Work with the e-Librarian to keep all *PGCI Member's Handbook* sections up to date in the e-Library.

### *The Nominations Team*

This team's responsibilities are covered in the *PGCI Bylaws* under ARTICLE VIII, Nominations and Elections.

### *The Scholarship Team*

The Scholarship Team is led by and may consist solely of the Scholarship Lead/s, who shall:

- Maintain a history of all correspondence and pictures pertaining to the scholarship winners who have benefitted by the PGCI scholarship program. This is the source for your Book of Evidence. If the club is applying for a CGCI or NGC Book of Recognition entry based on scholarships provided, submit copies of the Scholarships Book of Evidence per requirements for the individual award.
- When contacted, answer the Butte College scholarship inquiry letter stating the number of scholarships, the amount, and the requirements for each scholarship that we will be giving that year.
- Receive and retain copies of scholarship applications for evaluation. The Butte College Foundation screens applicants, but the club retains the right to accept or deny any student applying.
- Once the decision is made, request that the Treasurer write scholarship awards to the Butte College Foundation for distribution to scholarship winners.





# Standing Rules of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

email@paradisegardenclub.org

www.paradisegardenclub.org

*Last update: 2022-12-12*

---

- Present PGCI Scholarship awards to the scholarship winners at the Butte College Foundation Reception, usually held in August.
- Take a picture of winners for our Book of Evidence.
- Invite winners and their advisor to one of our meetings after the awards are made to be introduced to the members.

## **D. CORE DOCUMENTATION**

### **List of PGCI's core documents**

PGCI's core documentation consists of the following:

- The *PGCI Member's Handbook*, consisting of current copies of the:
  - *PGCI Bylaws* (PGCI-01)
  - *PGCI Standing Rules* (PGCI-02)
  - *PGCI Photo Roster*
  - *PGCI Yearbook*
- The *PGCI Job Descriptions Notebook*, currently in draft form
- The *How To Put On the Best Garden Tour Ever* book, currently in draft form
- The *PGCI Horticultural Guidelines*
- Club forms, including:
  - Budget forms
  - Fundraising forms
  - Membership application form
  - Reimbursement forms

NOTE: *PGCI Member's Handbook* listings of personal information shall not be used other than for club business.



# Standing Rules of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

email@paradisegardenclub.org

www.paradisegardenclub.org

*Last update: 2022-12-12*

---

## How to get copies of PGCI's core documents

These documents are maintained in digital format by the E-Librarian (page 13) and are available on the website and by request. The E-Librarian:

- Helps get incoming requests for document changes to the Member's Handbook Team.
- Receives updated documents into the club library.

## How to update PGCI's core documents

On an as-needed basis, the President can appoint a new Team to update one or more sections of the *PGCI Member's Handbook* or other documents. Each document contains instructions for updating, review, and acceptance.

## **E. TRANSMISSIONS OF RECORDS**

**Officers:** The records of the Secretary and Treasurer are to be kept in perpetuity and turned over to successors upon leaving office.

**Team Leads:** Beyond the material in the *PGCI Bylaws*, the *PGCI Standing Rules*, and the (currently draft) *PGCI Job Descriptions Notebook*, any additional pertinent digital and hardcopy records and login information shall be given to incoming Leads.

In both cases, e-library storage is available, and its use encouraged.

## **F. CORE PROCESSES**

### Regarding the club Post Office box

The Treasurer and one other elected officer appointed by the executive board shall have keys to the club's Post Office box. At the beginning of each term, a new signature form shall be filed with the Post Office if necessary.



## **Standing Rules of the Paradise Garden Club, Inc.**

P.O. Box 1246, Paradise CA 95967

email@paradisegardenclub.org

www.paradisegardenclub.org

*Last update: 2022-12-12*

---

### **Regarding bank signature cards**

Bank signature cards must be updated by adding current President, Recording Secretary and Treasurer and removing outgoing officers after the June general meeting. The Secretary must be in attendance with minutes stating election results per bank policy.

### **Regarding the club storage compartment(s)**

The club's storage compartment currently is at Extra Self Storage in Paradise, 6553 Skyway, Paradise, CA 95969 (near the Terry Ashe Recreation Center). Their phone number is 530-413-5191.

The club has two keys to the compartment. These are held by the President and the Treasurer.

### **Regarding reimbursement**

#### ***For non-mileage reimbursements and receipts:***

- Requests for reimbursement are handled as described in the *PGCI Bylaws* (ARTICLE IV—Club Funds).
- Reimbursements are for expenses covered by a member, or by non-members on behalf of the club.
- Any member requesting reimbursement must present a completed PGCI Reimbursement Form along with all relevant receipts for authorized expenditures. The PGCI Reimbursement Form is available from the Treasurer and as downloads from the PGCI website ([paradisegardenclub.org](http://paradisegardenclub.org)).
- A receipt is defined as a printed or written acknowledgment that a specific amount of money has been received in exchange for goods or services.



## **Standing Rules of the Paradise Garden Club, Inc.**

P.O. Box 1246, Paradise CA 95967

email@paradisegardenclub.org

www.paradisegardenclub.org

*Last update: 2022-12-12*

---

### ***For mileage reimbursements:***

- Elected officers, standing Team Leads and special Team Leads may be reimbursed for vehicle mileage incurred on behalf of Paradise Garden Club.
- Mileage will be paid only for excessive vehicle use, such as that incurred in attending out-of-town meetings and working special projects such as the annual garden tour and community beautification projects.
- Any member requesting mileage reimbursement must present a completed PGCi Mileage Reimbursement Form, which includes a worksheet for indicating the beginning and ending odometer readings, total miles, date, and reason for the trip. The PGCi Mileage Reimbursement Form are available from the Treasurer and as downloads from the PGCi website ([paradisegardenclub.org](http://paradisegardenclub.org)).
- Mileage reimbursement will be paid on current IRS rate for Non-Profit Organizations and reimbursement requests may be submitted twice in any calendar year, in the months of June and December.

### **Regarding State Convention attendance expenses**

The President or a club representative may be allowed money toward expenses for attendance at State Convention. The amount is to be determined by the club's financial status and approved by the board and general membership.



# Standing Rules of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

email@paradisegardenclub.org

www.paradisegardenclub.org

*Last update: 2022-12-12*

## **G. AMENDING THIS DOCUMENT**

As one of the club's core documents, distributed to all members as part of the *PGCI Member's Handbook*, the Standing Rules are managed by the Member's Handbook Team.

The Standing Rules may be added to, amended, or suspended by majority vote of members present at the general membership once the document has been:

- Considered by the executive board and passed by a majority within two weeks.
- Presented in writing at a general meeting at least one meeting prior to the vote.

Once the updates have been voted into place, the Member's Handbook Team returns to its normal maintenance duties.

## **H. REVISION HISTORY**

Revisions to these *Standing Rules* were made:

May 2, 2011	March 12, 2012	October 11, 2021
December 12, 2022		