



Standing Rules of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

email@paradisegardenclub.org

www.paradisegardenclub.org

Final Draft 2017 Revision: last update 2/11/2017

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A. MEETINGS

1. General meetings normally shall be held on the second Monday of each month except August. Times and places of meetings are to be listed in the Yearbook. Meetings are automatically canceled when weather conditions make driving hazardous; the decision is made by the President. The general membership must be notified of changes to times and places of meetings. Notification is handled by the Telephone/Greeter Chair/s and can be augmented by e-mail.
2. When Club business dictates, the executive board will meet prior to the general meeting. The President may call or cancel an executive board meeting.
3. A horticultural display may be held at each meeting. The club also may undertake occasional horticulture contests, with prior notification to the general membership. Contest rules are contained in the Yearbook.
4. Program presenters will be given a \$50.00 check in appreciation. Additional expenses must be approved by the Board.
5. No commercial advertising or sales are permitted at any club meeting unless voted on and passed by the Board.
6. Donations are acknowledged in the newsletter. Donors of benefit-drawing items may display their names on the item and have their calling cards and/or one stack of flyers (maximum size of 8.5"x11") available.

B. TEAMS AND CHAIRS

The term "Chair/s" may be read as "Chair or Co-Chairs."

The club has these kinds of teams:

- Standing teams, which are provided for in the *Bylaws* and the chairs of which are elected officers (starting on page 4 of this section).



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- Standing teams, the chairs of which are appointed by the President (starting on page 5 of this section).
- Special teams, the chairs of which are appointed by the President and approved by the Board (starting on page 16 of this section).

Standing Teams Provided For in the Bylaws

Audit Team

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

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 all Treasurer's records made at this end of term of office, or at any other time deemed necessary by the executive board.
- September: The Auditor submits a written Audit Report at the first general meeting following the audit.

Budget Team

The Budget Team is led by the Treasurer and consists of the Treasurer and three other elected officers. This team oversees all club finances as detailed in this section. The position of Treasurer is fully described in the *Bylaws*.

The Budget Team works on this timeline:

- February: The Budget Team forms.
- March: The Team holds one or more meetings to create the proposed new budget.



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- April: The Team offers the proposed budget to the Board for approval. Providing it's 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 budget.
- June: Outgoing and incoming President, Secretary, and Treasurer meet at the bank to update bank signature cards.
- July: New budget effective July 01.

Programs Team

The Programs Team is led by and may consist solely of the First Vice-President. This position is described in the *Bylaws*, with additional material in the *PGCI Policies and Procedures*.

Publicity Team

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

Sunshine Team

The Sunshine Team is led by and may consist solely of the Corresponding Secretary. This position is described in the *Bylaws*, with additional material in the *PGCI Policies and Procedures*.

Membership Team

The Membership Team is led by and may consist solely of the Membership Chair/s. This position is described in the *Bylaws*, with additional material in the *PGCI Policies and Procedures*.



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Dues

- Annual dues shall be \$30 per year for an individual membership, \$40 for household membership.
- Dues are payable from October 1st through December 31.
- Delinquency of dues results in the loss of membership in good standing and being dropped from the Roster until dues are caught up.
- Dues include one tour ticket for each individual garden club membership and two for each household membership.
- First-year dues will be pro-rated to \$15 for members joining after the garden tour through December 31.
- Dues include membership in Buttes District, California Garden Clubs, Inc. Pacific Region, and National Garden Clubs, Inc

Standing Teams with Chairs Appointed by the President

Awards Team

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

- Maintain knowledge of Garden Club awards available to the club and members as stated in the California Garden Clubs, Inc. Yearbook.
- Notify board and members of potential awards and of deadlines for submission of applications.
- Assist members in obtaining application forms.
- Provide direction to chairs/members for CGCI award entries
- Share Books of Evidence and awards achieved at appropriate general meetings.
- Use announcements and the monthly newsletter as sources for informing members.



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- Manage the Kitty Fuller 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 Kitty Fuller Award for that year.
- Follow other guidance as laid out in the *PGCI Policies and Procedures*.

Beautification Team

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

- Represent the club in matters pertaining to civic beautification.
- Meet with Team to discuss ongoing and new projects for the year.
- 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.
- Shall notify the owner and/or administrator of the subject property.
- Optionally, submit the club's projects for a CGCI award. (Get date from Awards Chair/s.)
- Follow other guidance as laid out in the *PGCI Policies and Procedures*.

Benefit Drawing Team

The Benefit Drawing Team is led by and may consist solely of the Benefits Drawing Chair/s, who shall:



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- Receive items appropriate for benefit drawings held at appropriate general meetings.
- Set up the benefit drawing table at all appropriate meetings at least one-half hour before the meeting is scheduled to begin.
- Sell tickets for the benefit drawing until time for the general meeting to start. Tickets are to be issued for the amount set by the executive board.
- Exchange “Birthday Tickets” for one Benefit Drawing ticket so that each member with a recorded birth month gets a free ticket in that month.
- Conduct the ticket drawing at the end of the general meeting.
- Turn over all moneys obtained through ticket sales to the Treasurer at the end of the general meeting.
- Follow other guidance as laid out in the *PGCI Policies and Procedures*.

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.
- 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.



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- Offer training in different aspects of the club's digital presence where appropriate or necessary.
- Optionally, submit an application for a CGCI award in websites. (Get date from Awards Chair/s.)
- Follow other guidance as laid out in the *PGCI Policies and Procedures*.

e-Librarian

The e-Librarian shall:

- Manage and update the club's e-library of important 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 where appropriate or necessary.
- Follow other guidance as laid out in the *PGCI Policies and Procedures*.

Email-List Manager

The Email-List Manager shall:

- 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 where appropriate or necessary.
- Follow other guidance as laid out in the *PGCI Policies and Procedures*.

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 where appropriate or necessary.



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- Follow other guidance as laid out in the *PGCI Policies and Procedures*.

Garden of the Month Team

The Garden of the Month Team is led by and may consist solely of the Garden of the Month Chair/s, 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.
- **NOTE:** During the months of November, December, and January, depending upon weather, there may be no garden selection.
- Place the appropriate club sign on each yard for publicity.
- Procure a photograph of each garden when possible.
- Provide the Newsletter Editor with information containing the home owner's and businessperson's names, addresses, and a short description of the Garden of the Month by the first Monday of the month.
- Give copies to the Historian.
- Follow other guidance as laid out in the *PGCI Policies and Procedures*.

Greeting/Telephone Team

The Greetings/Telephone Team is led by and may consist solely of the Greeter/Telephone Chair/s, who shall:

- Greet all members and guests at all meetings and other club gatherings (garden tour excluded).
- Keep attendance records and report at the general meetings, introducing guests and announcing the number of members present.
- Encourage members to wear nametags.



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- Attend executive board meetings to establish what information must be relayed to the membership by the Telephone Calling Team.
- Inform the Greeting/Telephone Team of anticipated features, opportunities, and events at upcoming meetings and other club activities so that the info can be conveyed to all members called.

History/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.
- Receive from the Membership Chair/s or general membership those newspaper articles, photographs, and award certificates (or copies when appropriate) to add to the written collection.
- Prepare President's Book and a photocopy for the club's historical record.

Horticulture Team

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

- At general meetings on odd months, set up the display table so that participants can place their displays/entries at least one-half hour prior to the time the meeting begins.
- Members may bring any number of flowers 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 "Horticulture Contest Rules" in the Yearbook for more information.



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- Give a list of winners to the Recording Secretary, and keep a copy in the Horticulture Chair/s' binder.
- Keep a tally of all first-prize winners and report the final scores to the Treasurer and the Awards Chair/s for a year-end award.
- Present the winning horticulture award at the July meeting.

Newsletter

The newsletter is managed and edited by the Newsletter Editor, who shall:

- Obtain, from the Awards Chair/s 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 gardening, composting, and conservation.
 - 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 Greeter table during general meetings, to go to those who do not have computers.
- Forward copies to the Buttes District Director; the CGCI President; the CGCI VPs, in particular the Membership Chair/s; and the *Golden Gardens eNews* editor.
- Provides copy/copies as needed to the Historian.
- Provide an electronic copy to the Webmaster



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- Optionally, submit a set of newsletters for a CGCI award. (Get date from Awards Chair/s.)
- Follow other guidance as laid out in the *PGCI Policies and Procedures*.

Penny Pines Team

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

- 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 Chair/s 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.



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- In connection with either of these events the Penny Pines Chair/s 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 Chair/s for inclusion with a club message of condolence.
- Keep all Penny Pines Certificates in record books in good order, and deliver duplicates to anyone eligible for same.

Plant Sales Team

The Plant Sales Team is led by and may consist solely of the Plant Sales Chair/s, who shall:

- Be present at least one-half hour before all general membership meetings to receive and sell all donated garden materials made available.
- Have on hand one or more reference book(s) for plant information.
- Have markers and tags on hand for donors to mark their own prices on each item.
- Turn collected money over to the Treasurer after each meeting.
- Follow other guidance as laid out in the *PGCI Policies and Procedures*.

Property Team

The Property Team is led by and may consist solely of the Property Chair/s for material and digital equipment.

Property Chair/s (Material Equipment)

The Property Chair/s (Material Equipment) shall:

- Oversee the use, withdrawal, maintenance, and orderly storage of the club's physical property.



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- 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 Chairs, who are to:
 - Communicate with the Property Chair/s (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.
- Follow other guidance as laid out in the *PGCI Policies and Procedures*.

Property Chair/s (Digital Equipment)

The Property Chair/s (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 Chairs, who are to:
 - Communicate with the Property Chair/s (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.
- Follow other guidance as laid out in the *PGCI Policies and Procedures*.



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Social Events Team

The Social Events Team is led by and may consist solely of the Social Events Chair/s, who shall:

- Be responsible for organizing and providing refreshments for club events, excluding the annual garden tour.
- Follow other guidance as laid out in the *PGCI Policies and Procedures*.

Youth Programs Team

The Youth Programs Team is led by and may consist solely of the Youth Chair/s, who shall:

- Provide an opportunity, program, or junior garden club that contributes to the promotion of gardening among youth; OR,
- Promote campaigns for litter control, forest protection, Arbor Days, or horticulture awareness.
- Bring new project plans to the executive board for approval and funding before launching a program.
- Become familiar with the many Youth Awards offered through the State (CGCI), Regional (Pacific Region), and National Garden Club (NCSGC). (See the CGCI Yearbook or visit the CGCI website for information.)
- Apply for appropriate Youth Awards on behalf of PGCI.
- Maintain a book of all correspondence and pictures pertaining to PGCI youth programs.
- Make regular reports to the executive board, and, if appropriate, to the general membership.
- Follow other guidance as laid out in the *PGCI Policies and Procedures*.



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Special Teams with Chairs Appointed by the President

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

- Garden Tour (Garden Tour Chair/s)
- Potting People (Potting People Chair/s)
- Scholarships (Scholarship Chair/s)
- Trips & Tours (Tours Chair/s)
- Yearbook: (Yearbook Chair/s)

Garden Tour Team

The Garden Tour Team is led by the Garden Tour Coordinator(s), who shall:

- Follow guidance as laid out in the PGCI handbook *How to Put On the Best Garden Tour Ever*.
- Follow other guidance as laid out in the *PGCI Policies and Procedures*.

Potting People

The Potting People are led by and may consist solely of the Potting People Chair/s, who shall:

- Announce a time and place for work parties to pot or propagate any new plants, cuttings, seeds, or bulbs.
- Oversee or assign the tending of these plantings.
- Deliver plantings to the PGCI general meeting or to the Plant Sale at the Garden Tour.
- Follow other guidance as laid out in the *PGCI Policies and Procedures*.



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Scholarship Team

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

- Maintain a book of all correspondence and pictures pertaining to the scholarship winners who have benefitted by the PGCi scholarship program. This is your Book of Evidence. If applying for a CGCI or NGC award 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, amount of, and requirements for each scholarship that we will be giving that year.
- Receive and retain copies of scholarship applications. 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 award one or more check(s) for scholarship winners.
- 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 to be introduced to the members.

Trips and Tours Team

The Trips/Tours Team is led by and may consist solely of the Trips/Tours Chair/s, who shall:

- Organize trips or tours of horticultural interest including transportation, insurance, and cost to members including drivers' gratuities.



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- Collect funds and convey them to the Treasurer, who will hold all monies until the day after the trip.
- Follow other guidance as laid out in the *PGCI Policies and Procedures*.

Yearbook Team

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

- Maintain a list of suggested changes to the four sections of the Yearbook in preparation for future update/review cycles.
- With two other members of the Board, and starting with the latest versions of each of the following core documents, coordinate and oversee the update, Board and General membership review, resulting edits, publication, and distribution of:
 - The Bylaws, as updates warrant in the opinion of the Board.
 - The Standing Rules, as updates warrant in the opinion of the Board.
 - The Club Information Section, at the start of each Board's term of office.
 - The Photo Roster, as updates warrant in the opinion of the Membership Chair/s.
- Work with the Club Photographer to update photos in the Photo Roster.
- Work with the Webmaster to keep the Bylaws and Standing Rules up-to-date on the website.
- Work with the e-Librarian to keep all Yearbook sections up-to-date in the e-Library library.
- Follow other guidance as laid out in "Section **Error! Reference source not found.**, **Error! Reference source not found.**"
- Follow other guidance as laid out in the *PGCI Policies and Procedures*.



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C. 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.

Chairs: Beyond the material in the *Bylaws*, the *Standing Rules*, and the *PGCI Policies and Procedures*, any additional pertinent electronic and hardcopy records and login information shall be given to incoming Chair/s.

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

D. MISCELLANEOUS POLICIES

Documents

- Yearbook listings of personal information shall not be used other than for club business.
- The President shall maintain the *PGCI Policies and Procedures*.

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.
- 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.

Donations to and from the Club

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



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- Donations of physical equipment to the club are limited to equipment in good repair, or equipment that can be easily and inexpensively repaired. Equipment must be evaluated by the Property Chair/s (Material Items). Final acceptance of such equipment is the decision of the Board with input from the Property Chair/s (Material Items).
- 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. Equipment must be evaluated by the Property Chair/s (Digital Items). Final acceptance of such equipment is the decision of the Board with input from the Property Chair/s (Digital Equipment)
- **Reimbursement**
- Regarding **non-mileage reimbursements and receipts:**
 - Requests for reimbursement are handled as described in the 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).
 - 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.
- Regarding **mileage reimbursements:**
 - Elected officers, standing team chairs and special team chairs may be reimbursed for vehicle mileage incurred on behalf of Paradise Garden Club.



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- 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).
- 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.

Miscellaneous

- No club properties shall be lent or rented out without executive board approval.
- All members attending club-sponsored events shall pay any admission charge, whether working the event or not.
- 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.

E. AMENDMENTS

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

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

- Considered by the Executive Board and passed by a simple majority.



Standing Rules of the Paradise Garden Club, Inc.

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Final Draft 2017 Revision: last update 2/11/2017

- Presented in writing at a general meeting at least one meeting prior to the vote.

Once the updates have been voted into place, the Yearbook Team returns to its normal maintenance duties.

F. REVISION HISTORY

Revisions to these *Standing Rules* were made:

May 2 2011	Mar 12 2012	Apr 7 2012
<i>Current Review Cycle</i>		