



Standing Rules of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

paradisegardeners@gmail.com ~ <http://paradisegardenclub.org/>

REVISED Apr 7 2012

Table of Contents

A. MEETINGS	2
B. COMMITTEES AND CHAIRS	2
Standing Committees Provided For in the Bylaws	2
Audit Committee	2
Budget Committee.....	3
Programs Committee.....	4
Publicity Committee.....	4
Sunshine Committee	4
Membership Committee.....	4
Standing Committees with Chairs Appointed by the President.....	5
Awards Committee.....	5
Beautification Committee.....	5
Benefit Drawing Committee	5
E-Presence Committee	6
Garden of the Month Committee.....	6
Greeting/Telephone Committee	7
History/President's Book Committee.....	7
Horticulture Committee.....	7
Newsletter	8
Penny Pines Committee.....	8
Plant Sales Committee.....	9
Property Committee	9
Social Events Committee	10
Youth Programs Committee.....	10
Special Committees with Chairs Appointed by the President	10
Garden Tour Committee.....	11
Potting People	11
Scholarship Committee	11
Trips and Tours Committee.....	12
Yearbook Committee	12
C. TRANSMISSIONS OF RECORDS	12
D. MISCELLANEOUS POLICIES.....	12
E. DOCUMENT CHANGE REQUIREMENTS	12
F. REVISION HISTORY.....	13



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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 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 a quorum of 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. COMMITTEES AND CHAIRS

The Club has these kinds of committees:

- Standing committees, which are provided for in the *Bylaws* and the chairs of which are elected officers (starting on page 2 of this section).
- Standing committees, the chairs of which are appointed by the President (starting on page 4 of this section).
- Special committees, the chairs of which are appointed by the President and approved by the Board (starting on page 10 of this section).

Standing Committees Provided For in the Bylaws

Audit Committee

The Audit Committee is led by the Auditor and is fully described in the *Bylaws*.



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Budget Committee

The Budget Committee is led by the Treasurer and oversees all Club finances as detailed in this section. This position also is described in general terms in the *Bylaws*.

Dues Income

- Annual dues shall be \$30 per year for an individual membership, \$40 for multiple members within the same household.
- Dues are payable at the October meeting and delinquent as of 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 garden club member.
- First-year dues will be pro-rated to \$15 for members joining after the garden tour.
- Dues include membership in California Garden Clubs, Inc. and National Garden Clubs, Inc.

Other Income

- The Greeter shall collect a fine of twenty-five cents (\$.25) from members not wearing name tags to General Meetings. Special Garden Club badges are available through the Membership Chair at cost.
- 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 General Membership.

Payments Out

- The Treasurer, working with information from the Penny Pines Chair (page 8 of this section), issues checks for the Penny Pines program.
- A memorial donation of \$68 will be made to Penny Pines upon the death of a member.
- A memorial donation of \$10 will be made to Penny Pines upon the death of a member's spouse.
- The Treasurer, working with information from the Scholarships Chair (page 11 of this section), issues scholarship checks.
- 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).



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- 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 committee chairs and special committee chairs 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).
 - 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.

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.

Programs Committee

The Program Committee 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 Jobs Notebook*.

Publicity Committee

The Publicity Committee 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 Jobs Notebook*.

Sunshine Committee

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

Membership Committee

The Membership Committee is led by and may consist solely of the Membership Chair. This position is described in the *Bylaws*, with additional material in the *PGCI Jobs Notebook*.



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Standing Committees with Chairs Appointed by the President

Awards Committee

The Awards Committee is led by and may consist solely of the Awards Chair, 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 awards, deadlines for submission of applications, and assist members in obtaining application forms.
- Use announcements and the monthly newsletter as sources for informing members.
- Provide direction to chairs/members who are compiling Books of Evidence for CGCI Awards.
- Share Books of Evidence and awards achieved at appropriate General Meetings.
- Follow other guidance as laid out in the *PGCI Jobs Notebook*.

Beautification Committee

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

- Represent the Club in matters pertaining to Civic beautification.
- Assemble a Beautification Committee by passing a sign-up sheet for volunteers in January.
- Meet with Committee 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 to the Board. All beautification proposals shall include the maximum cost and written approval by owner and/or administrator of the subject property. Projects approved by the Beautification Committee shall be presented to the Executive Board for recommendation to the General Membership for approval.
- Follow other guidance as laid out in the *PGCI Jobs Notebook*.

Benefit Drawing Committee

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

- Obtain items for a benefit drawing to be held at appropriate General Meetings, using either or both of these methods:
- Purchase items (for example, plants) using the funds specified in the Annual Budget for benefit drawings.
- Accept appropriate donated items for the benefit drawing.



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REVISED Apr 7 2012

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- 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.
 - 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 Jobs Notebook*.

E-Presence Committee

The E-Presence Committee is led by and may consist solely of the Webmaster, who shall:

- Manage, improve, and update the PGCI website.
- Working with the Newsletter Editor, make each month's Newsletter available to the membership through the website.
- Working with the Awards Chair, submit the website to the CGCI and NGC website competitions.
- Maintain backup copies of website files, photos, and other information.
- Maintain club e-dress security with regard to the website.
- Work with the Board to research/provide answers to technical questions about, or troubleshoot problems with, the website.
- Ultimately, assume responsibility for ensuring that the website addresses the needs of the club.
- Follow other guidance as laid out in the *PGCI Jobs Notebook*.

Garden of the Month Committee

The Garden of the Month Committee is led by and may consist solely of the Garden of the Month Chair, 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 Chair 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.



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REVISED Apr 7 2012

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- Give copies to the Historian.
 - Follow other guidance as laid out in the *PGCI Jobs Notebook*.

Greeting/Telephone Committee

The Greetings/Telephone Committee is led by and may consist solely of the Greeter/Telephone Chair, 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.
- Collect badge fines from members not wearing their nametags.
- Attend Executive Board Meetings to establish what information must be relayed to the membership by the Telephone Calling Committee.
- As necessary, assemble a Telephone Calling Committee by passing a sign-up sheet for volunteers in January.
- Inform the Telephone Calling Committee of the information about meetings and Club activities that they are to give to all members called.

History/President's Book Committee

The History/President's Book Committee 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 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 Committee

The Horticulture Committee is led by and may consist solely of the Horticulture Chair, 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.
- When 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.
 - Give a list of winners to the Recording Secretary, and keep a copy in the Horticulture Chair's binder.



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- Keep a tally of all first-prize winners and report the final scores to the Treasurer and the Awards Chair 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 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.
- Provide a copy of the Newsletter for each member at the Hostess table during the General Meeting.
- Forward copies to the Butte District Director, the CGCI President, the CGCI VP (Membership Chair).
- Provides copy/copies as needed to the Historian.
- Provide an electronic copy to the Webmaster
- Submit a set of newsletters for a CGCI award. (Get date from Awards Chair.)
- Follow other guidance as laid out in the *PGCI Jobs Notebook*.

Penny Pines Committee

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

- Collect donations for Penny Pines during the General Membership Meetings. (Individuals also may purchase a plantation for \$68.00.)
- Turn collected money over to the Treasurer after each meeting.
- Order Penny Pines Plantations from the USDA whenever the amount of a plantation (\$68) is available in the Penny Pines Fund. To do so the Penny Pines Chair 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).



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REVISED Apr 7 2012

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- Submit the forms and fees described above to complete the purchase of one memorial plantation, with a memorial plaque.
 - Upon the death of a member's spouse, request the Treasurer to transfer a memorial contribution of \$10 from the Club's General Fund to the Penny Pines Fund. In connection with this the Penny Pines Chair shall:
 1. Notify the bereaved family that \$10.00 has been donated to Penny Pines as a Living Memorial.
 2. Provide the information to the Corresponding Secretary/Sunshine Chairperson for inclusion with the Club's message of condolence.
 - Keep all Penny Pines Certificates in record books in good order, and deliver duplicates to anyone eligible for same.
 - Keep a written report on Penny Pines activities for the year, and file it with the President at the end of the year.

Plant Sales Committee

The Plant Sales Committee is led by and may consist solely of the Plant Sales Chair, 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 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 Jobs Notebook*.

Property Committee

The Property Committee is led by and may consist solely of the Property Chair, who shall:

- Oversee the use, withdrawal, and orderly storage of the club's property.
- 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. Note: an exception is made for all silver items that are in the President's possession during his or her term of office.
- Because the Club has a policy of not loaning any property (see section D, MISCELLANEOUS POLICIES, starting on page 12 of this section), we encourage off-site event Chairs to:
 - Communicate with the Property Chair about what properties will be needed at the event.
 - Collect those properties near the time of the last General meeting prior to the event.
 - Return properties in good order as soon as possible after the event.
- Follow other guidance as laid out in the *PGCI Jobs Notebook*.



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Social Events Committee

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

- Be responsible for organizing and providing refreshments for Club events.
- Follow other guidance as laid out in the *PGCI Jobs Notebook*.

Youth Programs Committee

The Youth Programs Committee is led by and may consist solely of the Youth Chair, 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. This is called your Book of Evidence. When applying for a CGCI or NGC award based on youth programs, submit copies of your Book of Evidence per requirements for the individual award.
- Keep a record of all progress and account for all money spent.
- Make regular reports to the Executive Board, and, if appropriate, to the General Membership.
- Follow other guidance as laid out in the *PGCI Jobs Notebook*.

Special Committees with Chairs Appointed by the President

This section covers Special Committee Chairs appointed by the President and approved by the Executive Board, and include the:

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



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Garden Tour Committee

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

- Budget money for the Potting People to spend on containers, potting soil, fertilizer for the Plant Sale.
- Follow other guidance as laid out in the *PGCI Jobs Notebook*.

Potting People

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

- Announces a time and place for work parties to pot or propagate any new plants, cuttings, seeds, or bulbs.
- Receives a specified amount of money, budgeted by the Garden Tour Chair, to spend for containers, potting soil, and fertilizer.
- Oversees or assigns the tending of these plantings.
- Delivers plantings to the PGCI General meeting or to the Plant Sale at the Garden Tour to be sold by the Plant Sales Chair (see page 9).
- Follow other guidance as laid out in the *PGCI Jobs Notebook*.

Scholarship Committee

The Scholarship Committee is led by and may consist solely of the Scholarship Chair, 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. When applying for a CGCI or NGC award based on scholarships provided, submit copies of your 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 checks for scholarship winners.
- Present PGCI Scholarship checks 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.



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Trips and Tours Committee

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

- Organize trips or tours of horticultural interest including transportation, insurance, and cost to members.
- Follow other guidance as laid out in the *PGCI Jobs Notebook*.

Yearbook Committee

The Yearbook Committee is led by and may consist solely of the Yearbook Chair, who shall.

- Coordinate and oversee the updating, review, finalization, and printing of the Club Yearbook.
- Follow other guidance as laid out in the *PGCI Jobs Notebook*.

C. TRANSMISSIONS OF RECORDS

Officers: All Club records and materials shall be turned over to successors upon leaving office.

Chairs: Beyond the material in the *Bylaws*, the *Standing Rules*, and the *PGCI Jobs Notebook*, any additional pertinent electronic and hardcopy records and login information shall be given to incoming Chairs.

D. MISCELLANEOUS POLICIES

- Term of office shall be one year. The President may serve only two consecutive years.
- Yearbook listings of personal information shall not be used other than for Club business.
- No Club properties shall be lent or rented out without Executive Board approval.
- The President shall maintain the *PGCI Jobs Notebook*.
- 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.
- Bank signature cards must be updated by adding new officers and removing outgoing officers.

E. DOCUMENT CHANGE REQUIREMENTS

The Standing Rules may be added to, amended, or suspended by majority vote of the general membership (added Apr 7 2012).



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F. REVISION HISTORY

Revisions to these *Standing Rules* were made:

May 2 2011	Mar 12 2012	Apr 7 2012