



# Standing Rules of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

email@paradisegardenclub.org  
www.paradisegardenclub.org

*Version 2021-10-11*

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## **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 the email and/or the Telephone/Greeter.
- 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 given a \$100.00 check if the presentation is in person and \$50 if the presentation is by video, in appreciation. Additional expenses must be approved by the board.
- No commercial advertising or sales are permitted at any club meeting unless voted on and passed by the board.
- 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. PARLIAMENTARY AUTHORITY**

- The rules contained in the current edition of *Robert's Rules of Order Newly Revised* (RRONR) shall govern PGCI in all cases to which they are applicable, and in which they are not inconsistent with our bylaws and any special rules of order the club may situationally adopt.



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- RRONR need not be invoked in informal settings.
- When invoked, it must be by unanimous consent of those present.

## **C. FINANCES**

### **Revenue**

#### ***Dues***

- Annual dues shall be \$20 per year for an individual membership, \$30 for household membership.
- Dues are payable on a subscription model, starting from the date the member joined.
- Dues can be delinquent only up to six 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***

- A thank you letter is to be sent to each donor, identifying the donation amount (or content, if in kind).
- When financial donations to the club are accompanied by indications from the donor designating the intended use of the funds, those intentions will be honored to the extent possible. Any funds remaining in the donation once those intentions have been satisfied may be applied to other areas of benefit to the club.



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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 Leads (Material Goods). Final acceptance of such equipment is the decision of the board with input from the Property Leads (Material Goods).
- 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 Leads (Electronic Devices). Final acceptance of such equipment is the decision of the board with input from the Property Leads (Electronic Devices).

## ***Fundraisers***

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

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

## **Expenses**

### ***Budgeting***

- Preparation of an annual budget is described in *The Budget Team* on page 9, with additional information in the Bylaws in Article VI, Section 5 (Treasurer), paragraph h.
- Budgeted expenses shall be paid by the Treasurer after approval of the board.
- Non-budgeted expenses shall require discussion and approval by the board prior to payment.



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## ***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.

## **D. PGCI BOOK OF RECOGNITION**

- Donations, contributions, honoraria, and memorials are recorded in the PGCI Book of Recognition along with the date of acknowledgement of receipt in a thank you letter.
- For all donations, state the name and address of the donor.
- For memorial contributions, state the name of the person in whose memory the donation is given and name and address of next of kin.
- For honoraria, state the name and address of the honoree.

## **E. 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 provided for in the *Bylaws*, 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 (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).



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## Standing Teams Provided for in the Bylaws

### ***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 *Bylaws*, with additional material in the *PGCI Job Description Notebook*.

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 *Bylaws*, with additional material in the *PGCI Job Descriptions Notebook*.

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 and may consist solely of the Corresponding Secretary. This position is described in the *Bylaws*, with additional material in the *PGCI Job Descriptions Notebook*.

Greet guests at the door and introduce them to someone who could walk them around for a group introduction. Possibly introduce them to gardeners who share their particular interest.

Learn about members who are in transition and prepare & send greeting cards from PGCI.



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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. This position is described in the *Bylaws*, with additional material in the *PGCI Job Descriptions Notebook*.

## **Special (ad hoc) Teams Provided for in the Bylaws**

### ***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 *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.





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- In September: the Auditor submits a written Audit Report at the first board meeting and then to the general meeting following the audit.

### ***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 *Bylaws*.

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 PGC I 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.



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## Standing Teams with Team Leads Appointed by the President

### *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.)
- Follow other guidance as laid out in the *PGCI Job Descriptions Notebook*.

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.



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## ***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.
- 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 different 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.)
- Follow other guidance as laid out in the *PGCI Job Descriptions Notebook*.

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.



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## 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.
- Offer training in different aspects of the club's digital presence where warranted or necessary.
- Optionally, submit an application for a CGCI award in websites. (Get the date from Awards Team Lead.)
- Follow other guidance as laid out in the *PGCI Job Descriptions Notebook*.

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.
- Follow other guidance as laid out in the *PGCI Job Descriptions Notebook*.



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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:

- 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.
- Follow other guidance as laid out in the *PGCI Job Descriptions Notebook*.

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.
- Follow other guidance as laid out in the *PGCI Job Descriptions Notebook*.

### ***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.



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- 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 the month of 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.
- Provide the Newsletter Editor with the photo and information containing the homeowners' and/or businessperson's name(s), addresses, and a short 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).
- Follow other guidance as laid out in the *PGCI Job Descriptions Notebook*.

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 Greetings/Telephone Team is led by and may consist solely of the Greeter/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.



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- 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.
- 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.



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- 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' 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.

### ***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 Greeter 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.





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- 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.)
- Follow other guidance as laid out in the *PGCI Job Descriptions Notebook*.

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

The Penny Pines Team is led by and may consist solely of the Penny Pines Team Lead, 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 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.



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- 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.
- 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 *How to Put On the Best Plant Sale Ever*.

The Plant Sales Team is led by and may consist solely of the Plant Sales Team Lead, 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 Job Descriptions Notebook*.



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## ***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.
- Make an inventory two or three times a year, including after the Plant Sale.
- 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.
- Follow other guidance as laid out in the *PGCI Job Descriptions Notebook*.

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

### *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.



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- 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.
- Follow other guidance as laid out in the *PGCI Job Descriptions Notebook*.

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

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

The Hospitality Team is led by and may consist solely of the Hospitality Team Lead/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 Job Descriptions Notebook*.

### ***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.
- Brings new project plans to the executive board for approval and funding before launching a program.



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- 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.
- Follow other guidance as laid out in the *PGCI Job Descriptions Notebook*.

### **Special (ad hoc) Teams with Leads Appointed by the President**

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

- Annual Garden Tour Team
- Annual Plant Sale Team
- Member's Handbook Team
- Nominations Team
- Potting People
- Scholarship Team
- Trips & Tours Team

#### ***The Annual 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 Plant Sale Ever*.



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- Follow other guidance as laid out in the *PGCI Job Descriptions Notebook*.

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

The Plant Sale Team is led by the Plant Sale Coordinator(s), who shall:

- Follow guidance as laid out in the PGCI handbook *How to Put On the Best Plant Sale Ever*.
- Follow other guidance as laid out in the *PGCI Job Descriptions Notebook*.

## ***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.



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- After discussion with the board, incorporate any resulting final round of edits.
- 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 Bylaws and 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.
- Follow other guidance as laid out in the *PGCI Job Descriptions Notebook*.

## ***The Nominations Team***

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

## ***The Potting People***

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

- Announce a time and place for work parties to plant, divide, 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 Job Descriptions Notebook*.

## ***The Scholarship Team***

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



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- 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 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 awards to the Butte College Foundation for distribution to 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.

### ***The Trips and Tours Team***

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

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





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## **F. 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 Standing Rules*
  - *PGCI Photo Roster*
  - *PGCI Yearbook*
- The *PGCI Job Descriptions Notebook*
- 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.

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

These documents are maintained in digital format by the E-Librarian (page 12) and are available on the website and by request. The Club Librarian:

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



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## 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.

## G. 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 *Bylaws*, the *Standing Rules*, and the *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.

## H. 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.

### 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.



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## **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 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.

## **Regarding members admission to club-sponsored events**

Members attending club-sponsored events shall pay any admission charge, whether working the event or not.

## **Regarding reimbursement**

### ***For 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](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.**

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### ***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.



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## **I. 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.

## **J. REVISION HISTORY**

Revisions to these *Standing Rules* were made:

2011-05-02: <i>Review, no update</i>	2012-03-12: <i>Review, no update</i>	2021-10-11: <i>General update</i>