

STANDING RULES  
GRANTS PASS GARDEN CLUB, INC.  
Approved August 18<sup>th</sup>, 2021

**A. Dues and Fees:**

1. Annual dues shall be \$20.00, due July 1 and delinquent August 1<sup>st</sup>.
2. Members who are not current will be notified prior to August 1<sup>st</sup>.
3. New members shall pay an additional \$3.00 for a name badge.
4. New members joining after January 1<sup>st</sup> shall pay \$10.00 for the balance of the year plus \$3.00 for a name badge.
5. An additional \$10.00 fee shall be charged for hardcopy newsletters.

**B. Business Agenda:**

The agenda of the General Meeting of the Grants Pass Garden Club, Inc. (the Club) may include a minimum of:

1. Acceptance of the minutes of the previous meeting and selection of reviewers for the current minutes.
2. Reports from Officers, Board of Directors (BOD), Executive Committee, Directors or Committee Chairs as needed. Reports shall not include announcements or items requiring action which shall be considered under new business.
3. Business designated in the Bylaws to be considered at a specific time and date. (e. g. budget approval, elections)
4. Unfinished business. Items from a previous meeting agenda not completed.
5. New business
6. Announcements
7. Adjournment of business meeting

**C. Duties of the of the Officers**

1. The President shall:
  - a. Be the official representative of the Club in District, State and National activities and report any actions required to the BOD.
  - b. Preside at all meetings of the Club, BOD and Executive Committee.
  - c. Prepare agendas for the General and BOD meetings.
  - d. Mentor the Vice President in all duties of the President.
  - e. Be a member ex-officio of all committees except the Nominating Committee.
  - f. Call special meetings as necessary.
  - g. Appoint Directors as listed in Article IV of the Bylaws.
  - h. Approve committee chairs recommended by the Directors.
  - i. Implement policies established by the BOD.
  - j. Ensure that the current and appropriate documentation for a non-profit organization is filed.
  - k. Perform such other duties applicable to the office as prescribed in Roberts Rules of Order Newly Revised (RRONR).
2. The Vice President shall:
  - a. Perform the duties of the President in the absence or inability of the President to do so.
  - b. Be responsible for the purchase of a gift for the outgoing President.
  - c. Oversee and support project development and implementation.

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- d. Perform such duties applicable to the office as prescribed by the RRONR.
3. The Secretary shall:
- a. Record the minutes of the Club, Executive Committee and BOD, submit them for review, and distribute copies as required.
  - b. At General meetings, present reports of BOD actions or recommendations from the approved minutes of the BOD meeting, and read all correspondence.
  - c. Maintain a roster of attendees for each meeting.
  - d. Maintain a Motions Log Book (a list of all motions carried), which shall be available to the BOD upon request.
  - e. Be responsible for any club correspondence as requested by the president.
  - e. Perform such duties applicable to the office as prescribed by the RRONR.
4. The Treasurer shall:
- a. Receive and deposit all monies belonging to the Club in a bank approved by the BOD, as soon as possible after receipt, and keep accurate records of same utilizing an electronic program approved by the BOD to maintain the checkbook register and accounting records.
  - b. Pay all bills by check. The approved signatories on the checking account shall be the Treasurer, President and Vice President. Two (2) signatures are required for checks over \$300.
  - c. *All requests for reimbursement in a fiscal year submitted to the Treasurer meeting the timeline per Miscellaneous #2 will be paid no later than June 30.*
  - d. Maintain a minimum balance of \$300.00 in the checking account and \$2,500.00 in the savings account and/or CD (Certificate of Deposit).
  - e. Make disbursements from the savings account and/or CD, which shall be approved by a vote of the Club members prior to disbursement.
  - f. Provide a Treasurer's report of all Club income and expenses at each BOD meeting dated from the first day to the last day of the previous month. Club accounts shall be open to the BOD.
  - g. Prepare, present and maintain the budget records with review and oversight by the Finance Director, prior to presentation to the BOD or members.
  - h. Furnish an annual comparative statement of budgeted vs. actual expenditures to the BOD as required, for budgeting purposes.
  - i. Be a member of the Finance and Budget Committees.
  - j. Make an annual report to the membership at the annual meeting.
  - k. Make records available no later than August 15<sup>th</sup> for an annual review upon request of the Financial Review Committee.
- Ensure that the current and appropriate documentation for a non-profit organization is filed in a timely manner, including but not limited to annual tax report filing after June 30<sup>th</sup> but prior to November 10<sup>th</sup>.
- Ensure that the Club's liability insurance, Oregon State incorporation and any other local, state or Federal non-profit requirements are documented and maintained up-to-date.

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- l. Oversee the management of the Club's Square account and equipment.
  - m. Compile and maintain an accurate up-to-date list of fixed liabilities, contracts, accounts, their contacts, due dates, security codes, etc. This list is to be made available to the Finance Director, President and Vice President.
5. The Parliamentarian shall:
- a. Include on the agenda action items required for discussion at specific meetings.
  - b. Advise membership of Parliamentary procedure.
  - c. Be a member of the Bylaws Committee.
  - d. Perform such other duties applicable to the office as prescribed by RRONR.

**D. Duties of the Directors**

The President may appoint Directors including, but not limited to Administration, Community, Education, Finance and Support if there is interest by the club. Committees may be established or deleted by the BOD.

- 1. The Directors may:
  - a. Attend BOD meetings
  - b. Appoint committee chairs, subject to the approval of the President.
  - c. Act as coordinator of various committees and provide instructions to the committee chairs.
  - d. Prepare reports compiled from their respective committees and present them to the BOD and/or membership.
  - e. Present budget requests from their respective committees to the Budget Committee.
- 2. Director Responsibilities:
  - a. The **Administration Director** may oversee the following committees: Bylaws, Membership, Phone Tree, Publicity/Communications and Directory.
  - b. The **Community Director** may oversee the following committees: Civic Beautification, JoCo Fair and Master Gardener and City Government liaisons. Specific projects such as the Grange and Riverside Gardens and VA Chapel also fall under this Director.
  - c. The **Education Director** may oversee the following committees: Meeting Programs, Tours, Historian, Scholarship, Garden Therapy and Plant of the Month.
  - d. The **Finance Director** may oversee the following committees: Budget, Financial Review, Fundraising/Special Events, Raffle and Plant Sale.
  - e. The **Support Director** may oversee the following committees: Hospitality/Greeter, Hostess, Remembrance, Website/Facebook, Produce and Newcomer's Tea.

**E. Executive Board and Board of Directors**

- 1. Meet monthly to review proposed business to be presented to the membership as the business meeting agenda.

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2. Are empowered to transact any necessary business of the Club between meetings, disburse unallocated funds up to \$300.00 without membership approval, may fill vacancies in office during the term, and shall report at the next regular meeting of the Club any action taken.
3. Are responsible for setting policies and procedures.
4. Will review progress of the Club projects and make recommendations to the Club.
5. The Executive Board shall represent the BOD in an emergency situation where action must be taken immediately, and calling a meeting of the BOD would delay action. An emergency exists, for example, when nonbudgeted expense bills must be paid before the next regular meeting. Paid bills must be submitted to the BOD at their next regular meeting for ratification.
6. Present new business with a financial responsibility to the Club at a BOD meeting prior to discussion at a general meeting.

**F. Special Committees**

1. Nominations and Elections
  - a. In an election year, a nominating committee of three (3) members with two (2) alternates shall be selected at the January meeting.
  - b. The Chair shall be selected by the committee. This committee shall serve until the election is complete.
  - c. It shall be the duty of the Chair to call a meeting of the Nominating Committee in sufficient time to report a slate of nominees to the Club at the March meeting of the election year.
  - d. Additional nominations to the slate may be made from the floor, contingent on previous consent of the nominee.
  - e. Elections shall be conducted by ballot immediately following close of nominations. When there is only one candidate for each office, the election of that office may be by voice vote. A majority vote shall elect.
2. Budget Committee
  - a. In February, all Club members shall be notified that all committee and contribution requests for the budget are due at the March meeting and are to be made in writing.
  - b. The Budget Committee shall be composed of the President, Treasurer, Finance Director (the committee chair) and three (3) additional Club members who are not officers, appointed by the chair. The committee is selected in April.
  - c. The Budget Committee shall create an annual budget for the next fiscal year to be presented at the May BOD meeting and upon approval be presented to the membership for adoption at the June Annual Club Meeting.

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3. Financial Review Committee
  - a. The Financial Review Committee shall be chaired by the Finance Director and shall consist of the President and three (3) additional club members appointed by the Finance Director.
  - b. The committee shall review all the Treasurer's accounts and records for the year including all financial documentation and government records after the close of the fiscal year, June 30. Accounts may also be reviewed when there is a change of Treasurer at the direction of the BOD.
  - c. The Treasurer provides these records to the committee by August 15th and may attend the review meeting to answer questions but does not participate in the review.
  - d. The Financial Review report including comments and recommendations, if any, shall be submitted to the membership for acceptance at the September Club meeting.
4. Money raising projects
  - a. Projects intended to provide income for the Club shall be self-supporting with all costs of expenses being charged against the returns.
  - b. The Project Chair shall, when necessary, approve purchase of items for the projects and furnish an itemized accounting of monies, with receipts, for same to the Treasurer.
5. District Meetings
  - a. The Club shall pay luncheon costs for the President and two delegates, who have been selected by drawing from a list of attendees that have not been a delegate for the past two years.
  - b. A brief oral report of business at the District Meeting shall be made by the delegates at the next regular Club meeting. The President shall report business items requiring action.
6. State Convention
  - a. The Club shall reimburse the registration cost for two delegates for attending all the business meetings of the OSFGC annual convention.
  - b. The President shall be a delegate. If the President cannot attend, the Vice President may attend as a delegate. When neither the President nor Vice President will attend, two other delegates shall be drawn from a list of attendees.
  - c. A report of business actions taken at the Convention shall be made by the President and/or delegate(s) at the next regular Club meeting.

**G. Miscellaneous**

1. A current copy of the Bylaws and Standing Rules shall be provided to a new member when joining. A copy of the Standing Rules and the Procedures Manual, describing the duties and responsibilities of the Officers and the Committees will be provided to every BOD member. The original Bylaws, Standing Rules and Procedures Manual will be kept on file by the Secretary.

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2. Each fiscal year, all requests for reimbursement and associated receipts must be submitted to the Treasurer within 90 days of the expenditure, and will not be honored after June 29 of that fiscal year.
3. Speakers may be reimbursed up to \$25.
4. A gift for the outgoing President shall be given at the end of term. The gift shall be as determined by the BOD, not to exceed \$50.00 in cost.
5. Rules of Debate for motions:
  - a. In discussion, maker of the motion may speak first.
  - b. No members shall speak more than 3 minutes at one time.
  - c. No member shall speak more than once until all members have an opportunity to speak.
  - d. Members shall speak alternately, for and against a motion, when such speakers are available.
  - e. Total time allowance for discussion of a motion is 15 minutes.
6. No use of Club meetings, Club events, and mass distributed correspondence garnered from Club contact information is permitted in accordance with Article XV of the July 2021 Bylaws.
7. Standing Rules of the Club shall not be in conflict with the Bylaws and may be amended at any regular or special meeting of the BOD by a majority vote of the voting members.

Standing Rules originally modified 2016 by Standing Rules Committee:

Sandy Schramm, Chair  
Joan Giles  
Diane Amberg  
Susan Finley

Additional Modifications June/July 2021

Approved by BOD 8/18/21