

GOVERNANCE OF CARLSBAD GARDEN CLUB **POLICIES AND GUIDELINES**

I. The Club Purpose

The purpose of Carlsbad Garden Club (CGC)(Club) is to stimulate the knowledge and love of gardening among amateurs, to aid the protection of native plants, trees and birds, and to aid and encourage civic planting and beautification.

II. Affiliations

National Garden Clubs, Inc., Pacific Region

California Garden Clubs, Inc., Palomar District

Application of affiliation's policies and procedures apply where applicable to the club.

III. Internal Management Procedures and Guidelines

Administration

Board:

1. The Club Board of Directors includes all Club Officers and Board Members as directed within the Bylaws.
2. Each Board Member shall perform any and all duties imposed on them collectively or individually by law, by the Guidelines and Policies, or by the Bylaws, which includes developing a work plan and budget for the garden club year. The work plan and budget includes Club activities and committees as determined by the board.
3. Board Members vote in the best interest of the Club.
4. Bylaw changes, accompanied by pro and con statements regarding the change, which are submitted to the President at least (30) days prior to any scheduled Board meeting, shall be considered at the next scheduled Board meeting, prior to presentation to the general membership.
5. Board Members are expected to attend Board Meetings, and other Garden Club events.
6. The Board has the final authority to dissolve the club per bylaws.

Club

1. The Club Officers and Chairs shall have a well-designed work plan and budget. The budget is to be presented to the membership for approval at the first general meeting of each garden club year.
2. The Club Officers and Chairs will conduct the business of the chapter in such a manner as to support Club's core mission. The core mission is supported by the Club's Bylaws, which will be printed in the Club's directory.
3. The Club shall serve member needs, based on membership survey feedback and Club research.
4. The Club shall be open to participation by all members without leadership or member cliques. The Club is open to the public.
5. Club will provide at least three (3) general meetings per year in addition to Board meetings as prescribed in the Bylaws.

Policy and Guideline Review

A Committee appointed by the President, consisting of five members (three Past-Presidents, the current President and a member at large) will review Club policies, Guidelines, and Bylaws every third year commencing January 1, 2012. The report will be given to the Board for discussion, review and approval.

Finance

1. The Board follows the Work Plan and Budget in setting priorities for expenditures.
2. All contracts must go through Board for approval.
3. All Club bank accounts will have two authorized board members to sign checks. Those allowed responsible are; President, and Treasurer.
4. Club will maintain a contingency line item in the Annual Budget.
5. Restricted funds are to be identified as line items in the annual budget.
6. The Board may make discretionary expenditures above budget guidelines for amounts less than \$500.00.
7. All money collected from the Garden Club fundraisers should be picked up and counted by Treasurer.
8. All money received in the Club post office box should be deposited within 5 working days and credited to appropriate accounts.
9. Reimbursable expense requests for program activities or projects must be submitted within 45 days to the Treasurer. All expense reports must include receipts and expenditures, and must be a result of an approved budget or the direction of the board.
10. Request for non-budgeted expenditure must be introduced at one Board Meeting and voted on at the next General Meeting.
11. The general fee for a special program will be determined by the Program Committee with visitors fee the highest, members second, and students the least expensive. Final approval of fee requires Board approval.
12. When appropriate a sales table can be set up at District meetings with all revenue coming to the CGC.

General Membership

1. Each new member is to be contacted by the Sunshine Chair to welcome them to the Club.
2. Upon the death of a member or their spouse condolences will be sent.
3. Special Recognitions Awards will be at the discretion of the Board.
4. Membership Categories:
 - a. Standing Member; Dues paying
 - b. Friends of the Chapter; Non-dues paying
 - c. Youth & Affiliates; Non-dues paying
 - d. Life Member for service above and beyond standard membership participation will be awarded at the discretion of the board upon recommendation by any member, then presented to the membership at large for approval; non-dues paying
5. Membership dues are payable prior to June 1st to enable Club to meet District deadline for paying affiliation fees.

General and Public Awareness

1. All graphics and Press Releases must be submitted two weeks prior to publication and be approved by the Board.
2. All printing and office supply purchases must be in alignment with approved budget or at the Board's direction.
3. All events for the Club-related activities must be approved by the Board in accordance with the work plan, and the approved budget. Additional activities that arise during the year may be presented at anytime to the board by any member. The board will review the idea at the next board meeting and determine it as an agenda item at the following general meeting.
4. President and the Board should be copied on all correspondence. Chairs of subject topic of the correspondence should also be copied.

Inventory

1. Storage of gardening materials shall be kept at Committee Chair home.
2. An inventory should be conducted at transitional points within the Club's annual calendar.

Education Development

1. The Club shall place youth participants on the distribution list so that they receive notices of meetings, activities, and newsletters.
2. District Clubs should be on mailing list to encourage exchange of information and participation between clubs.
3. Scholarship Award recipients will be invited to present a review of their scholarship related activities at a general meeting.

IV. Guidelines

Officer and Board Member Guidelines

- A. The Officers are to insure that the Board adheres to the Club's Work Plan supporting the chapter's mission.
- B. The Officers will meet with any committee, task force, etc. who needs additional guidance.
- C. The Board Members will promote what is in the best interest of the Club and not individual personal agendas.
- D. Any Officer may be removed from office by Board action provided he/she is given the opportunity by the Board to show cause why such action should not be taken.

Committee Guidelines

- A. All expenses not budgeted must be brought to the Board for approval and voted on at the next Board meeting. If these expenses are not allowed within the budget including the contingency fund and spending limit of the board, they will be presented to the membership for approval.
- B. All expenses not approved will not be reimbursed.
- C. All Committee expenses must be supported with receipts.
- D. All bills and reimbursement forms should be turned in on a timely basis. Any bills submitted for payment after two months have passed (since the charge occurred) will not be paid.

- E. Meals for Committee Meetings, etc. are not a reimbursable expense. Committee funds will not be used for food, drink or mileage.
- F. Budgeted money not spent by the Committee will be held in the Chapter Contingency Fund.
- G. All Committee Members are expected to attend all Committee Meetings.
- H. Committees are encouraged to be frugal with spending their budgeted monies.
- I. Committee goals and expenses will follow the Work Plan and Budget allocation.
- J. All contracts are to be submitted to the President and Board for approval.
- K. Committee Chairmen must check with the Board to determine if additional insurance coverage is needed for any event.