

**Wellington Garden Club Policies**  
**Approved March 27, 2024, Effective June 1, 2024**

Matters of the Wellington Garden Club not addressed in the Articles of Association shall be covered under Policy.

Policies shall be effective when passed by a majority vote of the Board of Directors and may be amended by a majority vote of the Board of Directors at their meeting, provided a quorum is present.

The Policy Committee shall consist of a minimum of five (5) members of the Board of Directors (BOD). Prior to the first BOD meeting of each new administration, the President shall appoint the Chairman. The Chairman will circulate the current policies to the new BOD prior to the first meeting of the BOD. At this meeting the BOD shall appoint the other members of the committee. All Policy Committee members are required to study and become familiar with the Articles of Association and with the existing Policies of the Wellington Garden Club.

Any member of the Wellington Garden Club desiring to propose a new Policy or to alter an existing Policy should email such recommendation to the Policy Chairman of the club. The Chairman of the Policy Committee shall meet with the committee for consultation and study. If the proposal is not contrary to the Articles of Association of the Wellington Garden Club, it shall be presented to the BOD for action.

The present Standing Rules of the Wellington Garden Club shall be included and now become a part of Policy.

**Board of Directors/Committee Chairs**

The Policies should be effective when passed by the majority vote of the BOD and may be amended by majority vote of the BOD at their meeting, provided a quorum is present. Two weeks' written notice will be provided to members of the BOD.

Any proposed partnership, collaboration, contract agreement, or grant request involving the Club must contain full disclosure in writing of all terms and conditions and then be reviewed in its entirety by the WGC BOD.

Any member intending to apply for a grant shall present the concept to the BOD for authorization to proceed with preparation of a grant application. Prior to its submission, the grant application package shall be reviewed and approved by the President or the President's designee for submission to the BOD for approval.

If business of an urgent nature occurs before the next BOD meeting electronic polling may be utilized by the Executive Committee Officers. Electronic voting procedure will follow the guidelines as detailed in the NGC Standing Rules entitled Electronic Mail Voting Guidelines, Oct. 2009 excluding section 1. The detailed procedure can be found on the NGC website Member section under Bylaws and Standing Rules. User name and password for the Member section are available from the President or Parliamentarian to all WGC members.

Any unplanned expenditures must ultimately be ratified by a majority of the BOD at the very next meeting.

Committee Chairs are encouraged to actively participate in finding their replacement in cooperation with the President.

Only one co-chair is eligible to vote at a BOD meeting.

Committee members shall be selected by the Committee Chair unless otherwise specified in the Articles of Association.

Policies shall remain in force from the time of adoption until they are changed or repealed. They may be amended or repealed by a majority vote if a thirty day notice was given, or by a 2/3 vote without notice. The results of any such action by the BOD shall be reported to the General Membership at the following General Meeting.

In the event that a Member-at-Large is unable to serve, the BOD, with permission of the nominee shall elect a replacement to fill the vacancy.

In Article 11, Section 11.2, "Input from the BOD" may include, but not limited to, former presidents and treasurers.

All Chairmen will receive a copy of the current budget, from the President, to determine the maximum amount of Garden Club funds each committee can spend. The chairman is responsible for keeping accurate records and not exceeding the budgeted amount. Receipts are necessary for Garden Club reimbursement.

If an Officer or BOD member is unable to attend a BOD Meeting, their report shall be sent to the President prior to such meeting.

Committee chairs will be created and be functioning by the first meeting of the fiscal year.

### **President**

The President and the First Vice President will be directed to the Book of Information (BOI) located on the FFGC Website.

A standard agenda as found in Roberts Rules will be used to provide information as well as allow for full participation of the members.

If available, agenda items will include backup or support material for members to review prior to the meeting.

Club members may request that the President add an agenda item for discussion at either a BOD meeting or a general membership meeting. A minimum of seven days-notice is requested.

An Inventory Manager will be appointed by the President each term.

The president shall share with committee chairs their budgeted line item and their specific committee responsibilities.

The President shall determine, when two members heading up a committee, are either co-chairs or Chair & Vice Chair.

### **Treasurer**

Requests for approved expense reimbursements can be submitted via printed format or electronically by email to the Treasurer. The Treasurer is required to pay all approved expenses upon receipt.

A maximum reimbursement of \$100/fiscal year will be allowed for approved education courses per member, upon proof of completion of the course(s) and submission of the completed MEER (Member Education Expense Reimbursement) form.

The treasurer makes all investments and reinvestments at the direction of the BOD upon recommendation of the Finance Committee.

Provides reports of fundraising activities to the BOD based upon income and expense reports submitted by the event chairs.

Files all required Tax Reports in a timely manner.

**Finance Committee Duties:** 1) to advise the BOD in all matters financial, 2) to maintain continuous review of the Club's financial status, 3) to recommend measures to maintain the fiscal health of the Club, and requests Committee Chair proposed budgets before finalizing the new fiscal year budget.

Tax deductible contributions to WGC are welcome from members of the public.

Acknowledgements shall be provided by the Treasurer who may delegate this responsibility to the Corresponding Secretary or the Chair of the fundraising event.

### **Parliamentarian**

Motion forms shall be provided to members making a motion.

### **Membership**

The membership roster with names, addresses, e-mail addresses and phone numbers shall not be given out to businesses or organizations for purposes of solicitation or promotion. The e-mail mailing distribution list of the club members shall be used exclusively for communication of Federated Garden Club and garden associated business. Any member may send a qualified email message using the distribution list to all the other club members. However, all messages sent via the distribution list will be monitored and/or reviewed by the president or the president's designee from the BOD.

Businesses and individuals may advertise in *Allamanda News*, the Wellington Garden Club newsletter, via the Advertising Editor, at rates to be established on an annual basis by the BOD.

Courtesy and consideration should be given to officers, speakers, and attending members while any Club business or presentation is given.

No political speeches shall be made at any Garden Club meeting by a member, guest, or invited speaker.

Financial aid, with a maximum amount of 50% per course or educational event with a maximum reimbursement of \$100 per member per fiscal year, may be available to help members defray the cost of completing an NGC or FFGC-sponsored educational course or be used toward tuition for a degree or certificate in a field of study that supports the club's objectives as outlined in Article 2 of the Articles of Association. Members, who receive financial aid, as approved by the BOD, are expected to share the knowledge gained by chairing a committee, presenting a program or writing an article for the club newsletter, Allamanda News.

Membership applications and records shall be handled and maintained by the Membership Committee. The new member application processor will provide these documents via email or hard copy to the Mentor Chair.

Copies of the Membership spreadsheet shall be distributed to the BOD to encourage involvement of new and current members in Club activities.

New members joining in March or April will enjoy these 2 months as members and the membership dues paid will apply to the following full club year.

Members rejoining the Club after a period of absence will be recognized at their first meeting as a former member.

New members to the WGC will be asked to introduce themselves at their first meeting.

All members are encouraged to participate in the work of the Club by participating on a committee, contributing to fundraisers that support our mission and by frequently attending programs, workshops and Around &ABOUTS.

Eligibility for voting for officers or on an Articles Amendments requires that dues are paid in full prior to the date the vote is to take place. Prior knowledge of the qualifications or issues is required for informed voting.

Members may not solicit the membership or sell items to the membership for monetary gain.

### **Meetings**

All meetings of the WGC are open to all club members. Meeting participation is guided by Roberts Rules of order, Newly Revised, 11<sup>th</sup> Edition.

General Membership Meetings and BOD Meetings agendas will be emailed to the membership.

### **New Member Orientation**

A mentor will be assigned to each new member. The mentor will receive a copy of the new member application.

All new members shall be invited to attend a new member orientation within the first year of their membership.

New Member Reception/Orientation is to follow the suggested agenda.

*A brunch will be held annually)*

*Officers & Committee Chairs will provide juice, fruit, pastries, etc. paper goods and coffee & tea.*

*Agenda:*

*Welcome by President*

*Introduction of Officers and Committee Chairs*

*NGC Video presentation*

*Committee Chair presentations*

*Mentors introduce new members*

The mentor will encourage new member participation on at least one committee.

### **Fundraisers**

All fundraising plans regarding the sale of an item to club members shall include full disclosure regarding cost and surcharge and be approved by the BOD before being submitted to the Finance Committee for inclusion in the budget.

### **Inventory**

All tangible or reusable items purchased for and reimbursed by the Club for a Club event will be added to the Club's inventory list and stored in a safe and protected location. This listing will be posted on the website in the Member Resources area and given to committee chairs at the beginning of each year by the Inventory Manager.

### **Youth Activities**

Youth activities will be evaluated annually.