

# THE PIEDMONT GARDEN CLUB POLICIES AND PROCEDURES

Revised  
February 2010

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## I. GENERAL POLICIES

- The PGC Roster and email list may not be used for any purpose other than PGC business.
- All email correspondence to the general membership is to be sent by the Corresponding Secretary with the approval of the President.
- PGC does not permit non-PGC fundraising activities at a club meeting or event without Board approval.
- PGC does not lend its properties without Board approval.
- No member may advocate publicly for or against legislation on behalf of PGC.
- No member may be reimbursed by PGC for her time or services.
- Active members approve any flower show in which PGC participation is expected.
- The President, Vice President and Treasurer each keep a key to the post office box.
- The President keeps the flower mart badge, and may provide it to members for club use.

## II. FINANCIAL POLICIES

### 2.1. BUDGET

The fiscal year is June 1 to May 31.

Upon the recommendation of the Board, the Treasurer presents the annual budget for approval at the September meeting. Thereafter, all unbudgeted expenditures over \$100 require the approval of the Board; all unbudgeted expenditures over \$500 require the recommendation of the Board and the approval of the Active members.

The budget includes a cash reserve at least equal to the highest annual total expenses for any one fiscal year in the preceding five (5) years. If reserves fall below this amount, the club makes up the difference within that fiscal year.

The club makes an annual donation to “Save the Redwoods League”, GCA account. Memorials for PGC members or their immediate family are recognized from this donation at the direction of the President.

### 2.2. REGULAR MEETINGS

The Treasurer pays all fees charged by the City of Piedmont for use of the Community Hall. The head hostess tips the custodian. At the discretion of the President, guests may attend regular meetings with or without charge.

### 2.3. SPECIAL EVENTS

PGC members attending special events honoring guests such as speakers and judges are charged their share of the cost of such occasions. Members who host such events at their home are not charged for themselves or their husbands.

## III. MEMBERSHIP POLICIES

### 3.1. ATTENDANCE

Any Active or Sustaining member failing to “regret” to the head hostess by the published deadline is charged \$15 for a luncheon meeting and \$5 for a morning meeting. Any Associate or GCA Affiliate member who wishes to attend a luncheon meeting RSVP’s to the head hostess by the published deadline and is charged \$15. Any member who withdraws her reservation for a PGC event after the published deadline is responsible for all related fees when a substitute member cannot be found.

### 3.2. FINANCIAL

- Upon the recommendation of the Board, Active and Sustaining members approve all financial obligations as defined in Section 2.3B and Section 2.3C of the Bylaws.
- Annual bills for the following fees are due before July 1.

<u>Active</u>			
GCA dues \$50	PGC dues \$75	Lunch Fund \$100	TOTAL \$225
<u>Sustaining</u>			
GCA dues \$50	PGC dues \$75	Lunch Fund \$100	TOTAL \$225
<u>Associate:</u>			
GCA dues \$50	PGC dues \$75	\$15 per Lunch	TOTAL \$125
<u>Provisional:</u>			
GCA dues NA	PGC dues \$75	Lunch Fund \$100	TOTAL \$175
<u>GCA Affiliate:</u>			
GCA dues \$50	PCG dues \$75	\$15 per Lunch	TOTAL \$125

Note: ONLY GCA AND PGC dues are tax deductible.

- The cost of replacing a PGC apron is \$25.00.

### 3.3. HOSTESSING

With the exception of the President and Properties Chair, each Active and Sustaining member is expected to hostess one regular meeting each year. Provisional members do not hostess during their provisional year.

### 3.4. CHANGE OF STATUS

Consistent with Bylaws Section 2.6, the Board approves all changes in membership status. Unless otherwise stipulated, a member submits her written request for such changes to the Membership Chair.

**A. Change of Class.** The Board approves any request for a change of membership class. Written requests are due to the Membership Chair prior to the January Board meeting and are approved no later than the February Board meeting; changes are effective at the close of the annual meeting.

- If an Active, Sustaining, Associate or Affiliate member wishes to change her class of membership and there are more requests than available spaces, the request is prioritized as follows: first, the years of Active membership; second, the date the request was received or postmarked.
- Such requests take precedence over consideration of candidates proposed for provisional membership.
- The Membership Chair informs in writing any member whose request is held over that it will be considered the following year, unless the request is withdrawn.

**B. Leave of Absence.** The Board approves a leave of absence for any member in good standing not to exceed one year. Written requests may be submitted at any time to the Membership Chair; changes are effective upon approval.

**C. Resignation.** The Board approves the resignation of any member in good standing. Written requests may be submitted to the Membership Chair at any time; changes are effective upon approval.

**D. Reinstatement.** The Board approves any request for reinstatement of a member who resigned in good standing providing space is available. Such requests take precedence over consideration of candidates proposed for provisional membership. Written requests are due to the Membership Chair prior to the January Board meeting and are approved no later than the February Board meeting; changes are effective at the close of the annual meeting.

**E. Excused.** The Executive Committee may excuse a member from her current year's attendance and/or financial responsibilities. Written requests are due to the Corresponding Secretary prior to the May Executive Committee meeting at which such changes are approved; changes are effective upon approval.

### **3.5. CHANGE OF RESIDENCE**

Consistent with Bylaws Section 2.2B, a member who has completed two (2) years of Active membership in addition to her provisional year may apply in writing to the Membership Chair for a continuation of her Active membership status. Such requests may be submitted at any time and are effective upon Board approval.

## **IV. PROCEDURES FOR MEMBERSHIP**

### **4.1. PROCEDURES FOR PROPOSING A CANDIDATE FOR PROVISIONAL MEMBERSHIP**

The Membership Committee facilitates the process for proposing and accepting candidates for provisional membership. The names of candidates for provisional membership are confidential, each proposal known only to the Membership Committee, the sponsor and seconders of a candidate.

#### **A. Qualifications for Provisional Membership**

See Bylaws Section 2.5A

## **B. Sponsor Requirements**

- Any member considering proposing a candidate is encouraged to invite her to community meetings.
- Each candidate is proposed by an Active member who has known her personally for at least one (1) year. She is seconded by three (3) members, of whom two (2) must be Active members and one (1) may be a Sustaining member.
- Any Active member may propose one (1) and/or second one (1) candidate for membership each year. Any Sustaining member may second one (1) candidate for membership each year. The President, members of the Membership Committee, and family members may not sponsor or second a candidate.
- Consideration of a candidate may be influenced favorably by sponsors and seconders with records of active participation and leadership in club affairs, and who represent a broad spectrum of the membership. Letters of recommendation should be both comprehensive and individual in nature, reflecting personal knowledge of and experience with the candidate. Letters should be designed to help the Membership Committee become familiar with the candidate's personal, organizational and creative life and experience.
- Each sponsor is expected to meet with the Membership Committee to discuss the candidate's proposal.
- Each sponsor is expected to accompany her candidate to the September meeting when she will be introduced. The sponsor is expected to assure that her candidate is accompanied by a member to each regular meeting during her provisional year. The sponsor is available to the Provisionals Chair to assist with questions should they arise.

**C. Timeline and Procedures.** The following timeline and proposal procedure allows for a thorough and thoughtful evaluation of candidates for provisional membership. Each step may be completed in advance of the following deadlines.

- **By February 1:** Any member may convey in writing to the Membership Chair relevant objections regarding the potential candidacy of any member of the community.
- **By February 14:** Active members contact the Membership Chair to discuss a potential candidate. If the Chair discerns no problem with the proposal, the sponsor is given the *Confidential Candidate Information* form, and informed of her responsibilities as a sponsor.
- **By February 28:** the sponsor returns seven (7) copies of the completed *Confidential Candidate Information* form to the Membership Chair.
- **By March 14:** the sponsor is expected to meet with the Membership Committee to discuss the proposal.
- **By March 21:** the Membership Chair advises the sponsor whether the proposal is to proceed; if so, the sponsor is asked to secure letters of recommendation from three (3) seconders.
- **By April 4:** the sponsor and three (3) seconders each provide a written letter of recommendation to the Membership Chair.
- **By April 11:** The Membership Committee meets to consider each candidate. The Membership Chair contacts the sponsor should there be additional questions regarding the candidate. An open vote on each candidate is taken by roll call. Each candidate must receive the unanimous approval of the Membership Committee in order to be invited to provisional membership. Any candidate considered but not accepted may be proposed again.
- **By April Board meeting:** The Membership Chair advises each sponsor of the outcome of her proposal.
- **At the April Board meeting:** The Membership Chair announces the candidates for provisional membership to the Board.
- **At the April regular meeting:** The Membership Chair announces the candidates for provisional membership.

- **Immediately following the April regular meeting:** The Membership Chair delivers an invitation to each candidate for provisional membership, including an invitation to join the President, the Provisionals Chair and the Membership Chair to discuss an overview of the obligations and privileges of membership. A copy of our Bylaws and Policies & Procedures accompanies each invitation. Each candidate withholds her response to the invitation until after this meeting. If circumstances prevent her commitment at this time, acceptance of the invitation may be postponed for one year.
- **At the September regular meeting:** each candidate who accepts the invitation to provisional membership is introduced to the membership.

#### 4.2. PROCEDURES FOR PREPARING PROVISIONALS FOR ACTIVE MEMBERSHIP

The Provisionals Committee facilitates the program to prepare provisionals for Active membership.

##### A. Provisional Requirements

- Provisional requirements include at least five (5) regular meetings of the membership and one (1) meeting each of the Board and PBF. At their own expense, they attend at least one (1) meeting of each of the following committees: Conservation, Flower Arranging, Horticulture, and Photography; and enter a PGC sanctioned flower show at the first available opportunity. Provisionals assist with the PBF Tree Lighting Project. They assist with a PGC Ways & Means project without financial obligation.
- Provisional members do not hostess during their provisional year.
- Upon the recommendation of the Provisionals Chair, the Board approves any additions or changes to these requirements.

**B. Approval for Active Membership.** Upon the recommendation of the Provisionals Chair, the Board approves Active membership for any Provisional who has completed her provisional requirements. (see also Bylaws Section 2.5B)

## V. COMMITTEES

#### 5.1. STANDING COMMITTEES

**A. Composition.** Standing Committees include Bylaws, Civic Projects, Conservation, Flower Arranging, Future Planning, Horticulture, Membership, Nominating, Photography, Program, Provisionals, Public Relations, and Ways & Means.

**B. Committee Selection.** The *incoming* President appoints all Standing Committee Chairs except for Membership and Nominating chairs which are selected by the *sitting* President. Except for Membership and Nominating committees, the committee chairs select their committee members based on interest expressed in the annual questionnaire.

- **Membership Committee.** The Committee is composed of seven (7) Active members including the Chair. The *sitting* President appoints the Chair, and her Executive Committee selects the six (6) committee members from a slate proposed by her. It is recommended that the *sitting* President consult with the *sitting* Membership Chair, and that members serve two-year terms on a staggered basis.
- **Nominating Committee.** The Committee is composed of seven (7) Active members including

the Chair. The *sitting* President appoints the Chair, and her Executive Committee selects the six (6) committee members from a slate proposed by her. It is recommended that among the members there be the current PGC President, a past PGC President, a PBF Trustee, a previous Nominating Committee Chair, and members-at-large.

**C. Duties.** Standing Committees have these general responsibilities:

- **Bylaws:** Review Bylaws and Policies & Procedures and recommend revisions for membership or Board approval.
- **Civic Projects:** Research projects and allocate funds as budgeted to beautify the community.
- **Conservation:** Present programs to educate the membership and prepare for participation in flower shows. Periodically present programs to the community.
- **Flower Arranging:** Present programs to educate the membership and prepare for participation in flower shows. Periodically present programs to the community.
- **Future Planning:** Review strategic issues and prepare recommendations for Board or membership approval as appropriate.
- **Horticulture:** Present programs to educate the membership and prepare for participation in flower shows. Periodically present programs to the community.
- **Membership:** Facilitate process for proposing, reviewing, accepting and orienting candidates for provisional membership.
- **Nominating:** Annually prepare a slate of PGC members to serve on the PGC Executive Committee and PBF Board of Trustees. All votes are taken by written ballot. It is recommended that the PGC President and Treasurer serve staggered terms. It is also recommended that the nominee for PGC President not be chosen from the current Nominating Committee. Active, Sustaining and Associate members may serve as PBF Trustees. Active members approve both slates.
- **Photography:** Present programs to educate the membership and prepare for participation in flower shows. Periodically present programs to the community.
- **Program:** Arrange for speakers and educational programs for regular meetings, joint meetings with other garden clubs, and an annual community meeting.
- **Provisionals:** Facilitate a program approved by the Board to prepare Provisionals for Active membership and recommend for Active membership those who have successfully completed their provisional requirements. Each Provisional member is provided a copy of the *GCA Flower Show and Judging Guide* and presented a PGC apron upon being made Active.
- **Public Relations:** Publicize PGC events to the community and submit articles to the *GCA Bulletin*.
- **Ways & Means:** Plan and present fundraising events for members and guests as budgeted.

## **5.2. SPECIAL COMMITTEES**

**A. Composition.** Special Committees may include but are not limited to Awards, Club Administrator, Club Photographer, Flower Show, Garden History & Design, Greensheet Layout, Hospitality, Judging, Meeting Arrangements, Properties, Scholarship, Visiting Gardens, and Webmaster.

**B. Committee Selection.** The *incoming* President may create Special Committees or positions and appoints the chairs. Each committee chair selects her committee members based on interest expressed in the annual questionnaire.

**C. Duties.** Chairs of Special Committees serve at the direction of the President consistent with the following general responsibilities. They report regularly to the Executive Committee as follows:

- To the President: Awards, Flower Show, Meeting Arrangements, Properties
- To the Vice President: Hospitality, Scholarship
- To the Corresponding Secretary: Club Administrator, Club Photographer, Webmaster
- To the Recording Secretary: Greensheet Layout
- To the Director-at-Large: Garden History and Design, Judging, Visiting Gardens

**Awards:** Recommend to the Executive Committee deserving individuals who have performed extraordinary service on behalf of the club or wider community to receive a PGC, Zone XII or GCA award. It is recommended that the Awards chair have served as PGC President.

**Club Administrator:** Serve as liaison to GCA to inform them of changes in PGC membership records.

**Club Photographer:** Photograph club events and share photos with club members.

**Flower Show:** Plan and implement a flower show consistent with GCA requirements.

**Garden History & Design:** Propose gardens to be recorded in the Smithsonian GCA joint project; prepare documentation and submit to GCA.

**Greensheet Layout:** Design and assemble the Greensheet.

**Hospitality:** Plan and staff club social events.

**Judging:** Serve as liaison to GCA Zone XII Judging Committee. Maintain list of current PGC members who are in the GCA judging program. Share information of general interest to the club regarding flower show participation by members.

**Meeting Arrangements:** Organize members to serve as hostesses and advise each head hostess of procedures for regular meetings. Arrange locations for Board meetings.

**Properties:** Organize club properties stored in the garage and maintain an updated inventory. Set up and operate equipment at regular meetings. Excused from hostessing.

**Scholarship:** Provide information about GCA scholarships to the membership and seek recommendations for scholarship candidates.

**Visiting Gardens:** Provide contact for PGC members to visit gardens of other GCA clubs. Host GCA visitors who wish to tour local gardens. Inform our members of available GCA garden tours and periodically plan garden related trips.

**Webmaster:** Maintain and update PGC website.

## VI. PIEDMONT BEAUTIFICATION FOUNDATION

The PBF President updates the PBF Projects list annually. The PGC President and the Chair of the Civic Projects Committee serve as ex-officio advisors to PBF.

## VII. GARDEN CLUB OF AMERICA

Each member of GCA is an autonomous club with its own tax status, bylaws, budget, programs, charitable projects and ways of conducting business. The GCA acts in an advisory and educational capacity to individual clubs that determine their own needs and activities. GCA expects PGC programs and projects to be consistent with GCA purposes and goals. Member clubs are expected to maintain

standards of excellence and meet their obligations to the GCA as set forth in GCA bylaws, standing rules, and policies.

**7.1. REGULAR MEETINGS.** Each GCA Zone XII Director, Zone XII Chair and GCA Officer residing in Zone XII is invited to a PGC meeting once during her term of office; when appropriate, other Zone XII representatives are invited.

**7.2. ZONE MEETING.** PGC delegates are the President, the President-elect and such other representatives as requested by GCA and approved by the Executive Committee. PGC assumes the cost of registration fees and an allowance for each delegate as budgeted.

**7.3. ANNUAL MEETING.** PGC delegates are the President or President-elect and the Vice President-elect as approved by the Executive Committee. No member except the President may attend two (2) consecutive GCA annual meetings as a PGC delegate. When a Vice President-elect has attended the preceding GCA annual meeting, an alternate delegate may be selected. PGC assumes the cost of registration fees and an allowance for each delegate as budgeted.