

Livermore-Amador Valley Garden Club **Standing Rules**

*(Adopted 2/11/10, amended 1/10/13, 9/12/13,
6/11/15, 2/11/16, 3/14/19, 10/8/2020)*

Standing Rules must be in compliance with the Bylaws of the organization. Standing Rules are resolutions of a permanent nature that are occasionally adopted, and which are binding on the organization until rescinded or modified. After they have been adopted, they cannot be changed at the same meeting except by reconsideration. However, in future meetings they may be suspended, modified or rescinded by a majority vote.

Vision Statement: Gardening for Fun and purpose while working together to share knowledge and promote environmental responsibility.

A. Public Event Guidelines

1. Members proposing any event involving the public shall submit a written proposal to the Board for consideration and action. The written proposal shall be submitted to the Board at least two weeks prior to a scheduled Board meeting. The Board shall consider the event based on the following guidelines:
 - a. Event shall meet Club objectives as stated in Article II of the Club Bylaws.
 - b. Event shall meet insurance requirements.
 - c. Event shall meet 501(C)(3) requirements;
 - d. Event shall have an identified chair and an identified committee of three members or more.
 - e. A proposed budget for the proposed event shall be submitted to the Board.

B. New Special Interest Group or Committee

1. Members proposing a new special interest group or committee shall submit a written proposal to the Board for consideration and action. The written proposal shall be

submitted to the Board at least two weeks prior to a scheduled Board meeting. The Board shall consider the proposal based on the following guidelines:

- a. New special interest group or committee shall meet Club objectives as stated in Article II of the Club Bylaws.
- b. New special interest group or committee shall meet insurance requirements.
- c. New special interest group or committee shall have an identified chair and, if determined by the Board, an identified committee.
- d. New special interest group or committee shall meet 501(C)(3) requirements.
- e. New special interest group/committee shall submit to the Board their proposed financing.

C. Club Insurance Requirements/guidelines

1. Club shall meet insurance requirements including the following:
 - a. Guests may attend one monthly Club meeting or one monthly Lunch Bunch meeting per year.
 - b. Participants in all Club activities such as interest groups, tours, member garden tours, plant sales etc., must be a Club member.
 - c. Officers, chairs or members responsible for arranging for Club meetings, events etc., are responsible for contacting the treasurer two weeks prior to the event/meeting etc. to obtain an Additional Insured Certificate as needed.

D. Notification of Membership Regarding Events/Activities etc.

1. Events/activities/meetings etc. shall be published in the Newsletter with members invited to register for event/activity/meeting at Club meeting or by personal contact.

E. Use of Club Newsletter/Meetings/Mailing List or Forum

1. Use of the Club Newsletter/meetings/ mailing list or other Club (local, District, State, and National) forums shall be limited to

Club related interests as stated in Article II of the Bylaws as determined by the Executive Board.

F. Charging Members for Expenditures Related to Activity

1. Committees/interest groups may charge participants for expenditures directly related to activity costs such as materials, instructor, travel, admission etc.

G. Gifts/Recognition Awards

1. The Vice President, Meetings and Organization, is responsible for budgeting for and arranging for personalized gift(s) for the president(s) to be presented at the June Club meeting and for arranging for a Penny Pines Plantation for any outgoing President(s).
2. The President(s) is (are) responsible for providing for recognition for officers and Chairs at the June Club meeting and for installation of officers.
3. The President(s) and/or the Executive Board may authorize special recognition of a Club member for outstanding service for presentation at an appropriate Club meeting.
4. Members who have displayed exemplary, constant, and outstanding service to the Club, over an extended period, are eligible to be considered for becoming a LAVGC Honorary Lifetime Member.

Criteria:

1. Shall have been a member for at least ten (10) years.
2. Shall have provided strong support to the Club by assuming leadership positions and/or shall have provided service to the Club through dedicated participation in (a) program(s).

Process for Selection:

3. Five (5) or more LAVGC members shall submit a signed nomination letter to the Club President,

identifying the nominee, and the basis for the nomination based on the identified criteria.

4. The Club President shall submit the nomination to the Executive Board for consideration.
5. Approval by the Executive Board shall require a unanimous vote. Exception: Should a member of the Executive Board be the nominee, they shall reclude themselves. No further action is required.
6. The award of LAVGC Honorary Lifetime Member will be made at a general LAVGC meeting.

Privileges of LAVGC Honorary Lifetime Members:

1. All LAVGC Honorary Lifetime Members shall be listed in the Yearbook under the heading, "LAVGC Honorary Lifetime Member."
2. LAVGC Honorary Lifetime Members living in the area and active shall receive complimentary membership privileges. Those living out of the area or in the area but inactive shall receive a Club Newsletter by email if they wish.

H. Requests to Receive Donations of Plants or Other

1. Requests from the public or Club members for the Club to receive donations of plant materials or garden related items shall be directed to the plant sale chair for evaluation and response.

I. Club Transfer of Information

1. The Club president(s) is (are) responsible for maintaining a Club manual that will contain job descriptions, responsibilities and other pertinent information regarding each position for Club officers and chairs.
2. The Club president(s) is (are) responsible for assuring the transfer of the updated manual/information to the new Board by the final meeting of the Club year. Club officers and Chairs are responsible for reviewing and updating their job descriptions and pertinent information regarding their position each year and submitting the updated data to the

President(s) no later than May 1 of the Club year.

J. Process to Select Chair Positions

1. The Vice-Presidents are responsible for selecting candidates for the various Chair positions.
2. The President(s) is (are) responsible for appointing the various Chair positions.

K. Club Records/Minutes

1. Minutes of Board meetings shall be kept by the recording secretary or designee. Minutes shall be comprised of the meeting agenda with an attachment denoting agenda amendments, members in attendance and action taken.
2. Draft Minutes of the Club action items (items requiring a vote) shall be published in the following Newsletter noting that approval of the draft minutes will be on the following Club agenda.
3. Draft Minutes of the Board meetings shall be submitted to the Board for action at the following Board meeting.

L. Budget

1. Reserve Funds:
 - a. Annually maintain a minimum 125% of previous year's actual expenses as a prudent reserve.
 - b. Use reserves for emergencies and special approved projects with a limited time frame.
 - c. Philosophically adopt the concept that reserves are not used to balance the annual budget. This will be fully acted upon within two to three years (from 2016), when the income has been increased.
2. Motions Related to Funding Requests
 - a. The discretionary funds criteria will be used to request reserve funds.
 - b. All requests to use funds must be submitted in writing. This includes a budget funding request, discretionary funds, and a change in funding request.
 - c. Funding request selection criteria for all written funding requests will include: ability of principals to implement,

project feasibility, benefit to the Club, clarity of project, budget to justify amount requested, and alignment to the Club mission. The request needs to state whether there is an income component to the project or matching funds.

3. The Club member responsible for meetings/events/activities/tours shall:
 - a. Follow fiscal and financial requirements for their budget line item as stated in Article IX of the Club Bylaws.
 - b. Approve all reimbursement requests submitted to the treasurer for their budget line item.
 - c. Determine that all participants are Club members.
4. Donations received by LAVGC shall go to the general fund unless gifted for a specific use or If given in memory, the funds shall be directed to the Penny Pines account unless directed by family members to go to another account.

M. Meeting Protocol

1. Club members shall respect the business meeting time limitations by completing their comments/input or presentation within the time allotted as noted by the Chair or a timer.
2. Club members shall be responsible for cleaning up their own space at the conclusion of each meeting and are requested to assist in clean-up of other areas as needed.
3. Guests shall be requested to register in a guest book to allow the Membership Committee the opportunity to monitor guests' attendance to assure compliance with the Club policy of limiting guests to one meeting per year. The membership Chair shall be responsible for maintaining the guest book.
5. Club members shall wear provided name tags.
6. Garden related classes/programs/activities offered by others may place brochures or flyers on a table at a Club meeting but may not have podium time.
7. No commercial enterprises except products of the program presenter shall be allowed for sale at Club meetings.

N. Club Donations for Penny Pines Plantations

1. LAVGC can honor current or past Club members, their life partner or child by contributing funds to the USDA Forest Service. This is a meaningful and practical conservation project done in conjunction with California Garden Clubs, Inc.
2. At each monthly meeting the Club collects change that is set aside for a time when a plantation is to be purchased.
3. By contributing \$68 our Club is able to help reforest about one acre of a National Forest in California. This one acre 'plantation' will be marked with a standard Forest Service sign that names our Club as the sponsor of that plantation.
4. A Penny Pines Plantation Certificate will be sent to inform the family of the location of the plantation.
5. Nomination to be approved or denied by the Executive Board within 60 days. However, no Executive Board approval is required for providing a memorial Penny Pines Plantation for a current member, or a life partner of a current member, if funds are available and a president (or presidents) receive(s) a nomination. Executive Board members are to be notified upon such action.
6. The executive Board may also direct purchase of a Penny Pines Plantation for other reasons.