

# Valley Gardeners Policies (adopted 7/20/2019)

## I. Annual meeting

### A. Election of Officers

1. There will be a nominating committee consisting of one Executive Committee member who is not up for election and two additional club members appointed by the Executive Committee.
2. All nominations for officers and committee chairs will be made in advance of the annual meeting.
3. Officers will be elected pursuant to the by laws
4. Nominees for officer shall be selected in December and published to members before the annual meeting.

### B. Agenda for Annual Meeting

1. Minutes from previous year will be approved.
2. A Financial Report for the previous year will be presented.
3. Programs and events of the preceding year will be reviewed.
4. Discussion of programs and planning for the next year will be held.
5. Dues will be collected at the annual meeting, and are payable by the March meeting for a member to remain in good standing.
6. Other business that comes before the meeting.

### C. Minutes of the annual meeting and the summary financial report will be posted on the Web site within the following month.

## II. The Executive Committee

### A. The Executive Committee shall meet quarterly (usually the second Friday of the month, in January to plan annual meeting, and then in April, July, and October)

1. To approve the minutes of the previous meeting.
2. To receive a financial accounting of meetings during the previous quarter.
3. To review meetings from previous quarter.
4. To review plans for future meetings.
5. To plan the annual meeting including appointing the nominating committee.
6. To set the dues for the following year.
7. To attend to other business as shall come before the committee.

### B. Minutes of the Executive Committee meetings will be emailed to the Executive Committee.

## III Committees

### A. Membership

1. Accept new member applications and dues. Forward new member dues

payments to the Treasurer.

2. Maintain membership roster, and provide updates to the Executive Committee.
3. Make new member name tags.
4. Membership chair (or President) will introduce and welcome new members at their first meeting/event.
5. Greet members at events and introduce new members to other club members.
6. Distribute & retrieve name tags at meetings.
7. Receive the release forms for publishing the member roster on the web and forward them to the Communications Committee

#### B. Program Committee

1. The Program Committee schedules programs including content, location, refreshments, and recruiting hosts and facilitators.
2. The Program Chair or meeting host is the contact person for the program presenter.
3. The Program Chair (or President) introduces the presenter and program at the event.
4. Committee members and event hosts will organize events including set-up and clean-up as necessary.
5. Event hosts will submit a budget to the Program Chair for approval from the Executive Committee in time for the event fee to be included in the invitation.
6. The Program Chair is responsible for overseeing the event budget and purchases, and forwarding receipts with a request for reimbursement to the Treasurer.

#### C. Communications Committee:

The communications committee will encompass newsletter and social media.

1. The newsletter will be published by email 6 times a year.
2. The January newsletter will provide notice of annual dues and of the annual meeting.
3. Postings to social media may be submitted by any member but will be posted by the social media person with the advice and consent of the Executive committee when appropriate.
4. Postings to the web site and social media will occur in a timely manner.
5. Persons posting to the web site or Facebook will adhere to the guidelines for those sites. The social media person will monitor the postings and notify the Communications Chair of violations.
6. Any expenses above \$25 to be incurred by Communications will be pre-approved by the Executive Committee.

#### IV. Members

- A. Members are expected to participate as hosts, program facilitators, committee members, officers, or to volunteer in other capacities.
- B. Members are encouraged to present suggestions for programs.
- C. Membership Roster
  - 1. A membership list will be compiled and posted on the members only page of the web site.
  - 2. Members who wish to be included on the posted membership list must submit a signed release to include the contact information they wish to share with other members.
  - 3. Membership lists are to be used for personal contact purposes between members. Contacts (by email, USPS mail or web site postings) to the general membership are to be made only by the Communications Committee or posted on the Club Face Book page.
- D. A prospective member will fill out a membership application, a release form for the membership list (optional), and pay dues for the current year.
- E. Members may be charged if they are a no show (not attending after an RSVP).

#### V. Guests

- A. Unless otherwise announced, only members and their guests may attend meetings or programs. Exceptions may be made by email application in advance of the event to the Executive Committee.
- B. A prospective member may attend one meeting before joining.
- C. A guest of a member may attend one meeting per year.
- D. Some meetings may be open to members only because of space limitations.
- E. Members may be charged if their guest is a no show.

#### VI. Meetings and Programs

- A. Expenses shall be made with prior approval of the Executive Committee before the invitation is sent out. Before each meeting, the program chair will prepare a list of expected expenses with a request for a fee per person. In some cases a total fee not to exceed a certain amount may be submitted.
- B. Hosts are reimbursed for authorized expenses for programs and refreshments. Expenses over the approved amount may be reimbursed at the discretion of the Executive Committee.
- C. Permanent equipment or other items may be purchased only by prior authorization from the Executive Committee.
- D. Reimbursement shall require written receipts and be presented to the Treasurer within 30 days of the event.
- E. Program fees cover the entire event including the program and refreshments.
- F. Out of fairness to the club as a whole, a member who cannot attend and has not canceled by the deadline may be responsible for payment of the event fee.

- G. Outside vendors must submit an all-inclusive contract of fees to be approved by the Executive Committee.

VII. Dues

- A. Dues are collected for the general operation of the Club including speaker fees, venue fees, supplemental refreshments, and the business and operation expenses of the Club.

VIII. Honorarium. Occasions arise where a donation from Valley Gardener funds is appropriate.

- A. An honorarium of \$100 shall be customary for a non-profit organization that provides a speaker or docent without a fee. (examples: Roaring Fork Conservancy, Basalt Fire Department)
- B. An honorarium is not appropriate when an organization charges a fee. (example, ACES)
- C. A tip of up to 10% of the fee may be appropriate for a guide or docent when a non-profit organization charges a fee. (examples: ACES for the Wild Flower Walk or the Rock Bottom Ranch tour.)
- D. An honorarium or tip is not appropriate for a speaker from a commercial organization that may benefit from an increased number of customers as a result of its presentation. (examples: Mountain Greenery, Eagles Crest, Design Aspen.)
- E. An honorarium is not appropriate for a presentation given by a club member although reimbursement for expenses is appropriate. (Example: Vermiculture talk by Vanessa Harmony)