

# Valley Gardeners Policies (rev. 1-26)

## 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 and published to members.
3. Officers will be elected pursuant to the by laws

### B. Agenda for Annual Meeting

1. Approve the Minutes from previous annual meeting.
2. Financial Report for the previous year.
3. Review the events of the preceding year.
4. Discussion of programs and planning for the next year.
5. Collect dues at the annual meeting. Dues 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 committee chair may delegate duties to a member of the committee or to a member of the club when appropriate.

### 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 and keep name tags current.
4. Distribute and retrieve name tags at meetings.
5. Receive the release forms for publishing the member roster on the web and forward them to the web master for posting.
6. Determine attendance and whether there is a quorum at the annual meeting.
7. Email a dues notice by March 1 to members who have not paid their dues. Send a final notice in April to say delinquent members are no longer members.
8. Write a personal sympathy note to a member if there is a death in the immediate family.
9. The Membership chair (or President) introduces and welcomes new members.

#### **B. Programs**

1. Schedules and plans for events, including content and location; recruits event hosts and presenters; ensures that there are adequate tables and chairs for member sign-in and event activities.
2. In coordination with hospitality and event hosts, organizes event including set-up and clean-up as necessary.
3. Projects program expenses in line with the annual dues income. If an event will cost significantly more than usual, the Program Chair submits a budget to the executive committee for approval.
4. The Program Chair or event host is the contact person for the program presenter.
5. The Program Chair (or the President) introduces the presenter and program at the event.
6. The Program Chair oversees the event budget and purchases, and requests event fee payments or honoraria prior to the meeting so that the Treasurer can prepare a check.

#### **C. Hospitality**

1. Plans and provides refreshments for events including tableware (reusable, recyclable, or compostable).
2. Coordinates plans with the Program Chair
3. May provide the refreshments, recruit club members to provide them, or may purchase from vendors.
4. In consultation with the Executive Committee, sets a budget for events and a fee to be charged to members to cover the expected costs. Expenses for a

meeting exceeding the budget by a significant amount and requiring either an increased fee to members or a supplement from the club must be approved by the Executive Committee prior the invitation being issued.

5. Sets up and cleans up refreshments at events.
6. Maintains the Club's tableware.
7. The Hospitality Chair oversees the event budget and purchases, and ensures that requests for reimbursement forms with receipts are submitted to the Treasurer. If the amount is known in advance, the Hospitality Chair may request a check from the Treasurer for a vendor. Outside vendors must submit an invoice or contract that includes all fees and costs.

#### **C. Communications**

The communications committee is responsible for the newsletter, website, and social media.

1. Prepares and emails the club newsletter 6 times a year.
2. The January newsletter provides notice of annual dues and the annual meeting.
3. Postings to social media may be submitted by any member but will be posted by the social media person.
4. Postings to the web site and social media will be made in a timely manner.
5. Consults with the Executive Committee as necessary when determining what will be posted to the website or social media.
6. Monitors postings to the club's social media to ensure they meet the guidelines and, with the advice and consent of the Executive Committee when appropriate, takes appropriate action if guidelines are violated.
7. Obtains pre-approval by the Executive Committee for any Communications expenses above \$25.
8. Will not publish or officially recognize major events in members' lives except to send a note of condolence for a death in a member's immediate family.

#### **D. Retiring Committee Chairs will receive a complimentary club membership for one year in recognition of their service.**

### **IV. Members**

- A. Members are expected to participate as hosts, event facilitators, committee members, officers, and 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.

**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.

**VI. Events:**

- A. Events, including venues and fees, are planned in consultation with the Executive Committee.
- B. Permanent equipment or other items may be purchased only by prior authorization from the Executive Committee.
- C. Request for reimbursement forms and supporting receipts must be presented to the Treasurer within 30 days of the event.
- D. Event fees are normally paid from the club treasury. Refreshment fees are normally paid by those attending.
- E. Out of fairness to the club as a whole, a member who cannot attend and has not canceled by the deadline remains responsible for payment of the refreshment fee.

**VII Dues**

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. Honoraria**

- A. Occasions where a donation from Valley Gardener funds is appropriate.
  1. An honorarium of \$100 shall be customary for a non-profit organization that provides a speaker or docent without a fee.
  2. 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.

3. A year's membership in Valley Gardeners for a presenter who is not a member of Valley Gardeners, not in a commercial business pertaining to gardening, and not representing a non-profit organization.
- B. Occasions when a donation is not appropriate
  1. When an organization charges a fee.
  2. When a speaker is from a commercial organization that may benefit from an increased number of customers as a result of its presentation.
  3. When a presentation is given by a club member although reimbursement for expenses is appropriate.