

Navarre Garden Club, Inc. - Standing Rules - Approved 1/3/2006

1. Monthly Meeting

(a) The social will begin at 9:00 AM. The regular monthly meeting will begin at 9:30 AM.

(b) The first member of the host/hostess list for any given month shall be responsible to coordinate refreshments, facility setup and clean up.

(c) Hosts/hostesses are to provide light refreshments such as muffins, fruit, cookies, finger foods, coffee, tea and/or juice. They should arrive at the meeting facility by 8:30 AM to make coffee, set up refreshments and arrange chairs. They shall provide a floral arrangement. It is imperative that after the meeting, they clean the facility, dispose of trash, and put the facility back in the order required as stated in the facility's rules of usage. If the hostesses are unable to perform these duties, they shall notify the Social Chairman as soon as possible prior to the meeting.

2. Compassion

(a) The Club shall send flowers, a plant or a donation to a favorite charity, not to exceed \$50.00, in the following circumstances: Death of a dues-paying member or death of an immediate family member (parents of a member, spouse or children).

(b) The Club may spend up to \$15.00 for materials as a gift to a seriously ill Club member, in celebration of a birth, or for other personal events the Executive Board, or Club members by vote, determine is appropriate.

3. Program Speaker

(a) A gift or check not to exceed (NTE) fifteen dollars (\$15.00) plus cost of materials NTE \$25.00, plus mileage NTE \$.30 per mile will be given to a guest who presents a program.

(b) A Club member who presents a program may be reimbursed up to \$15.00 for cost of materials.

4. President's Pin

The outgoing President shall receive a Past President's pin.

5. Plant Exchange

(a) It is the Club's tradition for each member to bring to the monthly meeting a plant, seeds, or cuttings to exchange with others who brought plants, etc. All plants, seeds and cuttings shall be viable and healthy. Seeds shall be collected by the club member from their or another's garden, not commercially purchased seeds. All items shall be labeled with the plants name (both common and botanical if known) and growth requirements.

(b) A specific table area will be designated for these plant items. All specimens are to be left in this area for display for the entire club meeting. After the meeting has been adjourned, members may procure their exchange plant(s).

(c) Any member not bringing a plant item is expected to pay a quarter. If a member brings a quarter for 3 meetings in a row, they are expected to bring a plant to the following meeting or begin paying a dollar (\$1.00) per meeting. This payment will continue until the member brings a plant item, at which time, the count will start over.

(d) Members may bring more than one plant item if they so desire. Any plant

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items left over after members have selected their exchange plants, may be given to new members, current members, or kept for future plant sales at the discretion of the Horticulture Chairman.

6. Club Dues

(a) The Club dues amount shall be sufficient to cover individual's memberships in the Florida Federation of Garden Clubs, Inc. (FFGC) in addition to providing funds for the Navarre Garden Club, Inc.

(b) As of June 1, 2005, total Club dues are \$15.00 for an individual or \$25.00 for a married couple. Life Members of the FFGC shall pay only the Club portion of the dues which is \$6.00 as of June 1, 2005.

(c) A new member joining between March and May 31 will pay the following year's dues amount and be considered a paid member of the Club from the time of payment through the following year.

7. Standing Committees and Club Positions

(a) The Standing Committees of the Club shall be the following and their duties and purposes shall be as outlined in the Club Yearbook:

- (1) Awards
- (2) Birds and Butterflies
- (3) Civic Development
- (4) Conservation/Recycling
- (5) Floral Design & Flower Shows
- (6) Historian
- (7) Horticulture
- (8) Librarian
- (9) Newsletter
- (10) Publicity
- (11) Scholarship(s)
- (12) Social
- (13) Sunshine
- (14) Telephone/Email
- (15) Ways and Means
- (16) Web Site
- (17) Yearbook
- (18) Youth - Jr. Garden Club

(b) In addition to the Standing Committees, the Club shall have a Chaplain and a Parliamentarian.

(1) The Chaplain shall present the invocation at regular club meetings and other appropriate Club events and lead the Pledge of Allegiance at all regular Club meetings. The Chaplain is not a committee chairman.

(2) The Parliamentarian shall act as counselor of parliamentary procedure and rules for the entire Club. The Parliamentarian is not an officer or committee chairman and does not have the right to vote, make motions, or debate.

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8. Finance Committee

At a minimum, the Finance Committee shall consist of the Club Treasurer, Club President, Scholarship Chairman and Ways and Means Chairman. The Club Treasurer shall chair the Finance Committee. An invitation shall be extended to all club members to participate in the Finance Committee. Any club member wishing to be a member of the Finance Committee shall communicate that information to the Club Treasurer.

9. Financial Matters

(a) The April financial audit shall be an in-house audit until the Club's annual budget "Total Expenses" exceeds \$25,000.00, at which time an official examination shall be required by an outside Certified Public Accountant.

(b) When the Club's "Total Expenses" exceeds \$25,000.00, the Club Treasurer shall be bonded. The cost and method of bonding to be determined and documented at that time.

(c) The Club's Annual Financial Report will be made available to club members and to the public on the Club web site.

(d) Club financial records shall be kept in accordance with generally accepted accounting principles for non-profit corporations and conform to the Club's Financial Control Policies.

(e) To support the Finance Committee's annual mid-year January meeting, copies of the Financial Control Policies shall be made available to all members of the Finance Committee at least 2 weeks in advance of the meeting by the Treasurer.

10. Records Retention

(a) The Club shall maintain a **Safety Deposit Box** for the purpose of storing all certified, official and legal documentation as required for the Club. Access to this Safety Deposit Box shall be limited to the **President and the Treasurer**. The Club's certified and official Corporate documentation includes, but is not limited to:

- (1) Florida Certified copy of the Club's Articles of Incorporation
- (2) Florida Certificate of Status
- (3) IRS documents pertinent to the Club's non-profit status and financial activities
- (4) Controlled copies of the Club's Bylaws and Standing Rules

(b) The Club's **permanent records** (as required by Florida Statutes) are to be kept in written form and/or in another form capable of conversion into written form within a reasonable time and may be inspected by any member, his or her agent or attorney, for any proper purpose at any reasonable time. **These records shall be maintained at the Corporation's registered office (Club Treasurer)** and include:

- (1) Correct and complete financial books and records of account
- (2) Copies of minutes of the regular Club meetings
- (3) Copies of minutes of the Executive Board meetings
- (4) Copies of minutes of any other meetings of committees having any of the authority of the Executive Board
- (5) Copies of the Club's Articles of Incorporation and Bylaws
- (6) Current record of the names and addresses of Club members in alphabetical order

(c) Both **Treasurer and Secretary** shall keep digital/electronic files of their

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records in both an original location and a backup location. These by example could be the original on their home computer and a monthly backup maintained on a CD retained in another physical location.

(d) The "official" copy of the Club minutes and the Financial reports as presented and approved by the club membership shall be signed in blue ink by the **Recording Secretary and Treasurer** respectively and maintained in an ordered and easily accessed storage device. As stated in (b) above these shall be maintained at the Corporation's registered office. Annually these records shall be stored in a fire proof storage area.

(e) Both **Treasurer and Secretary** shall regularly deliver to the Webmaster an electronic copy of all reports prepared for the club and the webmaster shall maintain an accessible area on the Club website for Club members to access this information easily.

(f) **Committee Chairs** are responsible to document, preserve and pass on to subsequent committee Chairs information of assistance to successors to their position. Recommendations for recording keeping are documented in the Club Yearbook.

11. Cell Phones

It is requested that all members attending any Club meetings put their cell phones on silent alarm or vibrate so as to not disturb the meeting. If it is imperative that they take the incoming call, they should go to a place away from the general meeting.

12. Disaster Plan

There shall be a Disaster Plan developed for the Club. This will be coordinated by the Executive Board with a work plan completed by end of fiscal year 2005-2006.

13. Corporate Seal

The Club shall have a Corporate Seal. The Executive Board shall pursue and make recommendations towards this goal by end of fiscal year 2005-2006.

14. Delegates to District and State Meetings

The voting delegate(s) from the Club to District I and FFGC meetings shall be the Officers of the Club in the order of their standing (President, 1st Vice President, 2nd Vice President, Recording Secretary, Treasurer). If these officers cannot fulfill this duty, the Executive Board will select the delegate(s).

15. External Club Commitments

The Executive Board and Committee Chairmen may communicate commitments for the Club to outside organizations within the realm of that officer's or chairman's scope of duties for the Club. Any such communication shall be documented and given to the Recording Secretary for the Club's records.

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16. Modification of Club Standing Rules

The Executive Board shall, as they deem required, recommend modifications to the Club Standing Rules. The Club Standing Rules may be altered, amended, or rescinded at any regular meeting of the Club by majority vote of the members present as long as there is at least 51% of the voting club members in attendance. A copy of the new Club Standing Rules will be made available to all members by the next regular meeting.

17. Garden Center Facility Feasibility

(a) There shall be a Garden Center Investigative Committee consisting of the Executive Board and the Chairmen of the Ways and Means and Civic Development Committees. Any other Club member wishing to be a member of this committee may volunteer by contacting a member of the Executive Board.

(b) The Garden Center Investigative Committee shall investigate the feasibility of the Navarre Garden Club, Inc. establishing a Garden Center facility in Navarre, FL.

(c) The Committee shall develop a work plan for this investigation which shall be available to the Club members.

(d) The Garden Center Investigative Committee will report progress and status to the Club during regular Club meetings.

(e) By April 2006, based upon the reports to date from this committee, the Executive Board may decide to continue further investigative efforts towards pursuing a Garden Center for up to another year.

(f) By April 2007, all information obtained and available by that time will be evaluated and presented. At that time, the Club will vote on the extent to which Navarre Garden Club, Inc. will be involved in the establishment of a Garden Center facility in Navarre.