

# FRISCO GARDEN CLUB MEMBERS

## STANDING RULES

**APPROVED BY MEMBERSHIP MAY 31, 2021**

- 1) Attendance at Club meetings:
  - a) Club Member will be responsible for any fee associated with the meeting, including payment for guests—whether they attend or not.
  - b) Making reservations will commit the member to the associated fee(s). Every effort should be made to cancel a reservation in a timely manner.
  - c) Reservations are needed in order to attend. A member who has not made a reservation may not be able to attend.
  - d) Members who plan to attend the scheduled monthly meeting should respond to the Reservations Secretary's monthly meeting invitation directly via email.
  - e) Responding per the Reservations Secretary's instruction is sufficient to ensure a reservation. *"Reply All" in RSVP correspondence must be avoided.*
- 2) The Committee Chairs will:
  - a) Communicate actions of the Committee with all Committee Members including the Club President.
  - b) Will submit a budget to the Executive Board prior to August 1st of each year.
- 3) Once a quorum of one third of regular membership is present, votes taken at a regular meeting will pass by a simple majority vote. This applies to all votes taken, other than bylaw changes.
- 4) The Outgoing President will be responsible for arranging for the Installation Ceremony for new officers.
- 5) Officers and Standing Committees will keep a record of expenses and present it to the Club Treasurer at the earliest possible date after the expenses are incurred. All expenditures require prior Club approval except budgeted items.
- 6)
  - a) When a Club member dies, the Club will donate \$30 to the Frisco Public Library or a memorial of the family's choice.
  - b) The Club will acknowledge the death of a Club member's immediate family in the form of written communication.
- 7) An inventory list(s) of all property of the Club will be passed from President to President.

- a) Club Property may be stored by other Club members, as long as it is documented to the President. (Historian to house archived materials)
- b) Documented inventory list(s) will be passed to the incoming President and Historian.
- c) The Club will not incur fees for property storage.

8) Hostess Responsibilities:

- a) Decide a theme and decorate the tables; table favors are not required. Any cost involve to be divided equally among the hostess committee.
- b) Present the inspiration and horticultural report
- c) Provide door prizes

9) Wildflower Luncheon responsibilities:

- a) Chair a luncheon committee OR
- b) Make a minimum \$75.00 or larger contribution to the luncheon OR
- c) Solicit a silent auction item or items valued at \$50 or more OR
- d) Create a basket worth at least \$50.00 OR
- e) Put together a Tablescape. This can be done in groups of no more than 3.

10) Finance

- a) The proposed Annual Budget is presented for approval to the Executive Board. The Budget is then presented to the FGC members for approval.
- b) The Executive Board must approve any subsequent amendments to the budget. The amendments will be presented to the members for approval.
- c) The Treasurer will present accurate financial reports at all Board Meetings and Regular Meetings of the Membership.
- d) The auditor's report will be furnished to members of the Executive Board. A copy of the Audit shall be made available by electronic device or postal mail to any Club member upon written request.

11) New Projects/Committees

Proposals will be submitted to the Executive Board for approval before being presented to the membership for vote.

12) Announcements

- a) All announcements need prior approval of the Club President.
- b) Non-Garden Club announcements and solicitations should be printed (non-verbal) and displayed on the community table.