

**THE CHAPEL HILL GARDEN CLUB**  
**POLICIES AND PROCEDURES**  
**Updated April 2017**

**I. RELATIONSHIP TO THE NC BOTANICAL GARDEN**

The club is fortunate to have a cooperative relationship with the NCBG that permits the Club to hold its meetings, workshops, and other events at its facility. The cooperative relationship is reciprocated by the Club through donations to the NCBG. The Club traditionally makes an annual gift of at least \$1,000 to the NCBG. Additionally, many of the Club's members are volunteers at the NCBG.

**II. ORGANIZATIONAL RELATIONSHIPS**

The Chapel Hill Garden Club is federated with the National Council of State Garden Clubs, Inc. (NCSGC) and several of its subsidiaries: South Atlantic Region (SAR), the Garden Club of North Carolina, Inc. (GCNC), District 9 of GCNC, and the Garden Club Council of Orange County.

This federation brings certain benefits to the Club's members in terms of publications, meetings, and educational opportunities. Through these affiliations, the Club is able to participate in worthy projects that as a single club it could not undertake.

**III. GENERAL MEETINGS**

The Club has 8 Meetings the months of September through May. (Article V Section 1 of the Club's Constitution). Traditionally, the meetings are held on the last Tuesday of the month at the NCBG. Changes from the last Tuesday tradition are made occasionally in order not to conflict with state and district meetings, national holidays or other previously scheduled events.

In the event of inclement weather or other emergency, the President may cancel any meeting, with notification to the membership. (2/2016)

Sale of Club sponsored items is permitted at any of the Club's meetings. The income from these sales is added to the Club's treasury.

In general, it is the Club's policy that no other sales are permitted at regular meetings of the Club. Exceptions can be made with prior Board approval for sales related in some way to the Club's general mission.

Specific annual business topics for the meetings, required by the Club's Bylaws, include presentation of the slate of officers by the Nomination Committee in February, election of officers in March, presentation of and vote on the budget in May, and installation of officers in May.

The General Meetings in September and December are the Fall Coffee and Holiday Tea, respectively. Because these meetings are often held in members' homes, or other special locations, the dates fluctuate but are generally held on Tuesdays. Members bring a flower or a piece of greenery to the Fall Coffee where one member arranges the Friendship Bouquet. Each year the Board of Directors selects a recipient of the bouquet in advance of this event. Officers are installed in May. A Picnic brings the Club's year to a close. Regardless of the date, planning and implementation of the picnic is the responsibility of the outgoing board of directors.

#### **IV. GIFTS, DOOR PRIZES, AND SPEAKER COSTS**

- A. The Club can pay speaker fees. (1998-99)
- B. For speakers who do not charge a fee, the Club offers an honorarium in priority order:
  - (1) the speaker's organization or institution if it is a non-profit gardening-related organization.
  - (2) the NCBG (11/2015)
- C. The Club may pay travel and lodging if a speaker requests it in advance.
- D. The Club may pay for supplies for a speaker as appropriate and if a speaker requests it in advance.
- E. Door prizes are allowed. If purchased, the expense is part of Programs budget. Speakers may be asked to donate items related to their topic.
- F. It is the responsibility of the 2<sup>nd</sup> Vice-President, who is program chairperson, to make the decisions on allocation of the budgeted amount for programs, fees, speakers' supplies, honorariums, travel, lodging and door prizes.
- G. Gifts are provided for in individual line items in the budget or are part of appropriate Officer's or Committee's budget.

#### **V. MEMBERSHIP**

Membership is defined in Article I Sections 1, 2 and 3 of the Club's Bylaws.

There is no limit on the number of members the Club may have. The Club does not deny membership to anyone.

As a policy, the Club has designated two categories of honoring members of long standing: Perennials and Life Members.

Perennials are those who have been members for 20 or more years.

Life memberships are awarded to those who have been members for 30 years.

Life and Perennial Members are recognized at a club meeting, in the newsletter and in the Yearbook.

To honor Club members who have died, the Club will donate \$100 to the Botanical Garden.

The Club has a policy not to give or sell the membership list to any outside person or organization. This is intended to protect the privacy of our members.

The Membership Chairperson has the responsibility of keeping the membership list up-to-date with new members and changes in addresses, emails or telephone numbers. It is the responsibility of any officer who receives notification of changes from an individual member to inform the Membership Chairperson. Subsequently, the Membership Chairperson notifies the President, Treasurer, Newsletter Editor and Webmaster of the changes.

## **VI. PROGRAMS**

The Club has an extensive array of meeting programs, workshops, mini-courses, seminars and field trips. These events are planned collaboratively in early summer by the Executive Board and select Board Members.

The Club's treasury funds expenses for the General Meeting programs. All other activities – workshops, mini-courses, field trips, garden visits, etc. – are self-sustaining. Participants in each activity pay the cost of that activity with a fee that is determined by the responsible chairperson unless directed otherwise by the Executive Board.

The Club's field trips are open to members and members' guests.

## **VII. COMMUNITY SERVICE**

The Club has a rich history and tradition of service to the community. Some projects are ongoing and some vary yearly based on Board discretion.

The Chairperson of Community Service coordinates the various projects. He/she keeps the Board informed of ongoing projects and brings potential new projects to their attention.

## **VIII. SPECIAL PROJECTS**

Periodically, the Club initiates projects that generate revenue. It is from these revenues that the Club is able to make donations to our primary beneficiary, the NCBG, to projects of the Garden Club of North Carolina and to Club's projects and general operating expenses.

The Board of Directors of the Chapel Hill Garden Club has fiscal responsibility for the Club and all activities conducted under the auspices of the club. This includes the procurement, creation, marketing, and sale of goods, services, and events to club members and to the general public. All club committees wishing to procure, create, market or sell goods, services, or events must have Board approval prior to initiating such activities.

The responsibility for soliciting funds, goods, or services for the Club or any of its activities from any individual, organization, or business lies solely with the Board of Directors. Club members and committees may recommend to the Board a solicitation plan but may not implement it without Board approval.

The purpose of this policy is to ensure that all Club activities are coordinated to:

- (1) ensure a balanced program of activities that meet the mission of the

Club

- (2) prevent duplication of effort and resources, and have the Club, rather than individual members, be legally and financially responsible for the activities.

#### ONGOING PROJECT:

##### Biennial Garden Tour

The Chapel Hill Garden Tour is the main fundraising project of the Club (2004)

The following is the current Board approved policy for garden tours conducted by the Club. (3/2001)

1. Purpose of the Tour.

The Chapel Hill Garden Club recognizes that the Chapel Hill Garden Tour has evolved into an exciting, popular spring event, which fosters civic pride, promotes horticultural education, and attracts thousands to our area. This public education project is a primary means by which the Club fulfills its mission of furthering the beautification of the community. These tours demonstrate the value of gardening as a means of embellishing and protecting our environment.

2. Presentation of the Tour

The Club presents the Chapel Hill Garden Tour every two years, on even-numbered years, to allow adequate preparation time for the Tour Committee and garden hosts.

3. Tour Committee

(a) A Steering Committee for the next Garden Tour shall be formed following each tour. It will include: Tour Chairs of all past tours, current club President(s), and the President(s)-Elect. The President may add additional interested members. The President will convene the Steering Committee as soon after a tour as feasible. The responsibilities of the Steering Committee include:

- (1) Acquiring a Tour Chair(s) for the next spring garden tour.
- (2) Exploratory search for new gardens for the next tour.
- (3) Support for the tour chair(s) until a full tour committee has been assembled.

(b) To assist the Club's Treasurer in her duties, a Tour Treasurer selected by the Tour Committee Chairperson and approved by the President, receives and dispenses all money related to tour expenses. The Club Treasurer and the Tour Treasurer shall be different individuals. The Tour treasurer shall report to the Club's Treasurer and submit all financial transactions to the Club's Treasurer.

- (c) The Tour Committee Chairperson shall be a member of the Board of Directors and shall make regular reports to the Board on activities and fiscal matters related to the tour.
4. Tour Budget and Financial Reports
- (a) As soon as possible following the selection of the tour site, and no later than the off-year September Board of Directors meeting, the Tour Chairperson shall propose an estimated tour budget to the Board of Directors. No expenditures are authorized from the tour account until that budget has been approved.
- (b) The Tour Committee recommends and the Board of Directors approves the price of the Tour tickets.
- (c) The Tour Committee Chairperson and Tour Treasurer shall submit a final financial statement to the Board of Directors as soon as possible following the tour but no later than 15 days after the Tour.
5. Insurance and Contracts
- The Tour Treasurer shall obtain liability insurance for the tour. The insurance documents and all other contracts needed for the Tour shall be issued in the name of the Club and signed by the Club's Treasurer or the President. This insurance may be one policy that covers both the Club and Tour.
6. Third Party Contributions, Donations, and Participation
- (a) To keep the tour free of commercialization, there will be no solicitation of third party contributions or monetary donations unless approved by the Board. Advertisements/announcements for the tour in newspapers and on radio and television are encouraged. And social media
- (b) Unless approved by the Board of Directors, no commercial organization is permitted to participate in the tour, advertise, or distribute cards/brochures, display products, or make sales at the tour site.
7. Creation and Sale of Products
- (a) The purpose of the Tour is to encourage public and civic beautification and sound environmental practice through gardening. The Club recognizes the monetary fruits of its labor and strives to be a proper steward of its profits.
- (b) For each Tour the Executive Board shall decide how to distribute the net proceeds among: the Club's reserve fund for financing the next tour, the NC Botanical Garden, community and educational projects, and the Club's operating budget. Due to the Club's close and long-lived association with the NC Botanical Garden and the positive response from the public, garden hosts, and volunteers, the NC Botanical Garden remains the primary beneficiary of the tour proceeds.
- (c) From time to time, the Tour Committee may make recommendations for additional beneficiaries of tour proceeds.
- (d) The Executive Board will make the final decision on the disbursement of tour proceeds.

## **IX. PUBLICATIONS**

The Club has three publications for its members – a yearbook, a newsletter and a website.

The Yearbook includes information about the Club's programs and projects for the year, a calendar of events, a listing of officers and members of the Board of Directors, membership directory, and information about the District, State, and National organizations with which the Club is affiliated. The Yearbook is created each year in the summer months and is distributed at the first Club meeting of the year – the Fall Coffee.

Currently, the Club's newsletter is published five times during the year. The issues are:

September/October, November/December, January/February, March/April and May/June.

Although the newsletter does not currently carry advertisements, there is no policy precluding the sale of ads for the newsletter. Neither is there a policy setting the number of issues of the newsletter per year. Should it be decided that the newsletter will have advertisements, the Board should set a pricing structure and guidelines for what kind of advertising would be acceptable.

Deadlines for submitting information to be published in the newsletter are set by the Newsletter Editor. Content of the newsletter is determined by the Editor and the Club President.

Website content is managed by the Webmaster. Member's names and contact information is secured in a password protected Members Section.

## **X. SOCIAL MEDIA**

Face book, Twitter, Instagram and Pinterest postings are managed by Social Media Committee Chairs. Information posted is Club and/or gardening related. Member's contact information is not shared, with the exception of their Twitter Handle.

## **XI. BOARD OF DIRECTORS**

The Club's Bylaws define membership of the Board of Directors and their powers of Club governance.

The Board of Directors traditionally meets on the first Tuesday of the months of September, October, November, January, February, March, April and May. The Board of Directors meets for lunch to celebrate the end of the year.

The Executive Board, consisting of the elected officers, meets at the discretion of the Club President.

