



**COUNCIL OF ALBUQUERQUE GARDEN CLUBS, INC.**

10120 Lomas Blvd. N. E. Albuquerque, N M 87112 (505) 296-6020

**2018 STANDING RULES  
FOR THE  
COUNCIL OF ALBUQUERQUE GARDEN CLUBS,  
INC. (CAGC)**

**OCTOBER 11, 2018**

**APPROVED BY VOTE AT THE  
OCTOBER 11, 2018, MEETING OF THE  
CAGC BOARD OF DIRECTORS**

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**2018 STANDING RULES OF THE  
COUNCIL OF ALBUQUERQUE GARDEN CLUBS, INC. (CAGC)**

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# **STANDING RULES – CAGC**

**OCTOBER 11, 2018**

## **STANDING RULE NO. 1 - COUNCIL MEMBERS** (See Also Bylaws Article III, All Sections; Article VI, Section A)

### **ANNUAL MEMBERSHIP PACKAGES**

***Members must return Annual Membership Packages, with signed contracts, by January 31 of each year.***

Annual Membership Packages are distributed to all Council members of record by December 1 of each year. The packages will contain (if applicable); annual contracts, Garden Center reservation forms, a dues invoice, a calendar of Council events for the next two years, Board member credentialing forms, a copy of current Bylaws and Standing Rules, and other documents as may be required.

Sustaining and Affiliate Member Organizations, who may use the Garden Center without incurring rental fees, are encouraged to make requests for reservations for their events by January 31st of each year, ***two years prior to their events***, for the best chance of obtaining desired dates.

Council has priority in selecting dates for Council-sponsored events. If there are conflicting requests for the same date the matter will be referred to the Executive Committee for resolution.

### **BOARD OF DIRECTOR REPRESENTATION**

Sustaining Member Organizations shall provide names of their organizations' Board members/representatives to Council's Office Manager by January 31st. They will certify that their designated Board representatives hold and maintain current membership in their organization and will promptly notify Council if that status changes. This includes any member who is nominated for an elected position, or appointed to any position requiring membership in a Sustaining Member Organization.

### **VOLUNTEERS FOR COUNCIL EVENTS**

All Council member organizations are required to supply volunteers and generally provide assistance for all Council fundraising events and committees, and to aid in staffing the garden shop and library.

Member organizations are expected to cooperate in Council's activities such as presentations, programs, events and shows for the public.

Member organizations are expected to supply volunteers to maintain their own garden (if any) within Los Altos Gardens, and to provide volunteers for designated, quarterly work days to help maintain the rest of the garden.

### **NON-COMPLIANCE**

Failure to comply with the provisions of Council's governing documents may result in the revocation of membership or other actions. It is noted that generally it is a member organization's own failure to act and/or provide necessary information that causes it to not be able to exercise its membership rights. For example, if a member organization fails to appoint and/or advise Council of its designated Board of Directors representatives, the organization will not be able to exercise its right to a seat on the Board of Directors, or to vote on Council matters. Such an outcome is the result of the member organization failing to meet its obligations and is not the result of any punitive action taken by Council.

**STANDING RULE NO. 2 - DUTIES OF ELECTED OFFICERS**  
**(See Also Bylaws Article V, all parts and Specifically Section C).**

*In addition to* any duties prescribed in the Bylaws and other governing documents, Council officers shall perform the following duties.

**Officers-Elect**

Study Council's governing documents during the transition period to become familiar with the duties of the office they will assume and with Council's general operating procedures. The Transition Period is from the date of the election in October until installation in their respective offices at the annual membership and Board of Directors meeting in December.

Meet with current serving officers to learn how to perform the duties of the offices they will be assuming after the transition period.

**President**

Initiate and maintain contact with City and County Joint Advisors and with the City Councilor representing the district in which the Garden Center is located to review projects of mutual interest that impact Los Altos Park and Council's Garden Center and assure a current calendar of Council events is provided to city and county officials as appropriate.

Direct and supervise the preparation and timely distribution of the annual membership package sent to all Council member organizations.

Reserve dates for Council-sponsored events held at the Garden Center by November 1 of each year.

Reservation dates are to be made two years in advance of scheduled events and will cover the entire year.

Act as the immediate supervisor of the Garden Center Office Manager.

Prepare the agenda for Executive Committee and Board of Directors meetings with the assistance of the Recording Secretary, and assure that committee and other reports are submitted one week prior to any scheduled meeting of the Executive Committee of the Board of Directors and that the agendas for those meetings are distributed on the Monday of the week of any scheduled meetings.

Appoint standing committee chairpersons and appoint co-chairpersons as required in Council's governing documents or when requested by committee chairpersons and appoint special committees as directed by the Executive Committee and/or the Board of Directors.

Assure that each member of the Executive Committee receives and becomes familiar with a current copy of the Bylaws, the Special Rules of Order (if any), the Standing Rules, and Council Policies and Procedures (if any).

Cosign contracts with the Recording Secretary when necessary.

Call for the selection of a Financial Review Committee at the October Board of Directors meeting.

**First Vice President**

Fulfill the duties assigned to the President in the absence of the President or in the event the President is incapacitated, whether the absence or incapacitation is temporary or permanent.

Assist the President in finding candidates to chair Council committees as requested.

**Second Vice President:**

Fulfill the duties assigned to the First Vice President in the absence of the First Vice President, or in the event the First Vice President is incapacitated, whether the absence is temporary or permanent.

Assist the President and First Vice President in finding candidates to chair Council fundraising committees as requested.

Assist fundraising committee chairs in finding candidates to act as co-chairs and in recruiting volunteers.

Decide if volunteer workers or others are entitled to discounted tickets to any Council event.

**Recording Secretary**

Maintain lists for distribution of the agendas and reports for Executive Committee and Board of Directors meetings.

Advise all parties on the distribution list when their reports are due before each meeting.

Distribute the documents to the members of the Executive Committee and the Board of Directors, and the President, Vice President and Secretary of each SMO, and Council committee chairpersons.

Assure the President, one Executive Committee Director and one other officer of Council review the minutes of all meetings of the Executive Committee and Board of Directors prior to distribution.

Prepare the Credentials Report (sign-in sheet) for each Executive Committee and Board of Directors meeting and file this document in Council files immediately following the meeting.

File a copy of approved minutes in the Garden Center office in Council files within one week of approval, and verify that a digital copy is retained on the Garden Center office computer.

Provide copies of minutes and resolutions as may be required for execution of documents such as contracts, bank signature cards and/or other filings required of a 501(c)(3) non-profit organization.

Have available at meetings of the Executive Committee and the Board of Directors a current copy of the Bylaws, Standing Rules, Special Rules of Order, and Council Policies and Procedures, documents of Agreement and Assignment binding the Council, City, and County, and any other documents as may be required.

Co-sign contracts with the President as required.

Prepare and submit a report for each Board of Directors meeting that summarizes actions taken by the Executive Committee since the last Board of Directors meeting in cooperation with the President.

**Treasurer**

Maintain Council's financial records including, but not limited to disbursements, disbursement documentation, deposits and receipts, income from all sources, donations, bank records, tax filings, federal and state corporate filings, and any other financial information needed for administration of Council's general funds and for any special accounts or funds held by Council.

Provide financial reports at each meeting of the Executive Committee and of the Board of Directors.

Maintain liaison with and review actions taken on Council's behalf by accounting, tax or other financial services providers utilized by Council.

By the end of January, provide financial records to the Financial Review Committee required for the Committee's review of records for the previous (just completed) fiscal year.

**Corresponding Secretary**

Handle all donation and contribution acknowledgment and appreciation correspondence.

Handle all correspondence related to get-well wishes, condolences, notes of appreciation and/or recognition of special participation on the part of Council members or donors.

Handle any other correspondence as requested by the Board of Directors or Executive Committee.

**Archivist**

No specific duties are prescribed for the Archivist in the Standing Rules at this time.

**Parliamentarian**

No specific duties are prescribed for the Parliamentarian in the Standing Rules at this time.

**STANDING RULE NO. 3 - BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE**  
**(See also Bylaws Articles VI and VII)**

The Board of Directors must legally provide oversight over all Council activities. The Board of Directors may authorize the Executive Committee to act on its behalf in order to facilitate conduct of the Council of Albuquerque Garden Clubs, Inc. business between Board meetings, subject to the exceptions prescribed in the Bylaws Article VI. The duties typically ascribed to the Board, and which may be delegated to the Executive Committee, include but are not limited to:

Adopt a calendar of Council events, so that the President may reserve the Garden Center for Council activities for the year after next, no later than November of the current year.

Initiate, sponsor, and support Council fundraising events.

Review the combined budget for the current fiscal year at the January Executive Committee meeting and submit the combined budget for approval at the February Board of Directors meeting.

Review and approve unbudgeted disbursements or expenses as may be requested by the chairs of standing and ad hoc committees. Such disbursements or expenses must be made in compliance with Council's governing documents.

Authorize the investment of surplus funds (funds that exceed operational requirements) in appropriate, prudent investment products.

Determine the amount of bonding for personnel for whom coverage is required.

Establish, review and enforce employee policies to include setting up procedures for hiring and/or dismissing paid personnel.

Direct annual paid employee performance and/or salary reviews and review, revise, approve or reject changes recommended by the President or the employee's immediate supervisor.

Conduct an annual review in January of each year of the Amendment to the First Permit Agreement (lease with the city of Albuquerque) and insure compliance with paragraph 6 of the Permit Agreement.

Review and approve all Council publications prior to release.

Review and revise, revoke or renew the authorization allowing the Office Manager to sign event rental agreements on behalf of Council at its January meeting.

Review, revise, approve or disapprove proposed service and supply agreements, on a case-by-case basis, as may be required by the chairpersons of the Building Maintenance, Grounds, Library and Garden Shop Committees.

Review, revise and act on proposals or requests for use of professional services when such services have been deemed necessary for effective conduct of Council business.



**STANDING RULE NO. 4 - COMMITTEES AND COMMITTEE CHAIRPERSONS**  
**(See also Bylaws Article VIII)**

**GENERAL**

All committee chairpersons shall comply with provisions governing their activities as contained in Council's governing documents. Committee chairpersons are responsible for recruiting members to work on their committees as specified in Council's governing documents.

**BUDGETS AND FUNDING**

**A. Fundraiser Committees (Garden Tour, Harvest Fair, Holiday Fair, Rummage Sale, Spring Plant Sale).**

Committee chairpersons develop budgets for conducting the fundraisers and must present that budget to the chairperson of the Ways and Means Committee (Council's Second Vice President) 90 days prior to the fundraising event. The budget will be submitted to the Executive Committee for review and approval. Information to help develop the budget is available from the Treasurer and past committee chairpersons.

**B. All Other Committees.** Committee chairpersons develop budgets for conducting their committee's assigned tasks and shall prepare a budget request to be submitted to the chairperson of the Budget and Finance Committee (Council's First Vice President) in October of each year. The budget request shall be accompanied by an explanation and/or justifications for funds being requested. If no funds are to be requested, the committee chairperson shall so advise the chairperson of the Budget and Finance Committee.

**C. Committee Budget Management.** All committee chairpersons must manage their committee's activities within their approved budget. They shall maintain records, receipts and other documentation as is required by the Treasurer to pay invoices. Committee chairpersons must immediately notify the Executive Committee of any emergencies or other conditions which might cause a deviation from their budget and must obtain Executive Committee approval for all unbudgeted expenditures prior to any expenditure being made.

**REVENUES FROM COMMITTEE FUNCTIONS**

**A. Fundraiser Committees.** Either the Treasurer or Assistant Treasurer will work closely with fundraiser committee chairpersons for their assigned event. The Treasurer or Assistant Treasurer will reconcile cash registers, make deposits, arrange for cash register set-up funds, and handle all the financial details for a fundraiser. Committee chairs are responsible for promptly submitting all funds derived from fundraising activities to the Treasurer and/or the Assistant Treasurer.

**B. All Other Committees.** While not designated as fundraising committees, other committees may have occasion to generate revenues such as from the sale of surplus or donated materials, book sales, etc. The committee chairpersons shall immediately notify and work with the Treasurer for proper disposition and handling of these funds.

**REPORTS**

**A. General.** It is the duty of all committee chairs to keep Council's Board of Directors and Executive Committee fully informed by providing regular reports. Reports are to be provided in electronic form and are to be emailed to Council's Recording Secretary one week prior to any meeting of the Board of Directors or the Executive Committee.

If a report cannot be submitted until the scheduled meeting, an electronic copy shall be promptly provided to the Recording Secretary after the meeting. Handwritten reports are discouraged, but if they cannot be avoided they shall be submitted well in advance of a meeting to allow transcription into digital form. All reports become part of the official record and proceedings of the meeting for which they were submitted. Reports will be distributed with the agenda for each meeting.

**B. Single Event Committees (all fundraising committees, the Council Flower Show, State Fair Flower Show, Share the Beauty Committee and any other single-event committee).** Committee chairs shall provide a report on the committee's planning activities to include status updates. The reports are to be provided to the Recording Secretary one week prior to the Board of Directors and/or Executive Committee meetings at which they will be presented and shall be provided until the event is complete. Upon completion of the event the committee chair will submit a preliminary final report to the Executive Committee at the next available meeting.

A final report shall be submitted when all financial data has been received from the Treasurer. Final reports should include an overview of the event from set-up to completion to include a summary of volunteer hours, information

on publicity, and any problems, comments and recommendations received from the public, Council members, and Council volunteers who worked on the event. The final report shall be presented within 45 days of completion of the event.

**C. Ongoing Committees (Building Maintenance, Garden Shop, Grounds, and Library).** Ongoing committee chairs shall provide a report for each Board of Directors and Executive Committee meeting. The reports should provide an overview of the committee's activities and advise of any problems or other issues the committee is encountering.

**D. Reports Requiring Action or Expenditures.** Reports requiring action or involving expenditure of Council funds must be sent to the Executive Committee one week prior to the meeting of the Executive Committee and must include a complete explanation of the required action or expenditures and justification for same.

**E. End of Year Reports.** Ongoing standing committee chairs (Building Maintenance, Garden Shop, Grounds and Library) will provide an end-of-year report that summarizes their activities for the year. This report is to be filed with the Recording Secretary no later than one week prior to the December annual meeting. The Recording Secretary will provide a copy of the report to the Office Manager for inclusion in each committee's Council file. Single event committees and other committees do not have to prepare an end of year report because they submit a final report upon completion of their event or assigned task.

## **MEETINGS**

All committee chairpersons shall arrange and hold meetings in compliance with Council's governing documents.

## **CONCLUSION OF SERVICE**

Upon completion of their service, outgoing committee chairpersons shall turn over all materials, records, reports, notes and other data to the incoming chairperson and to the Office Manager for inclusion in Council's files. They shall brief the incoming chair and, whenever possible, be available for informal consultations so as to facilitate a smooth transition.

## **SPECIFIC DUTIES FOR EACH COMMITTEE**

### **Budget and Finance**

Prepare and submit a combined budget to the Executive Committee in January of each year. A combined budget is the total budget for Council, the Garden Center, and all fundraising and other activities as opposed to the budget for a single fundraiser, event or function.

Hold at least one additional meeting during the year to review the current approved budget to determine compliance, identify problems, shortfalls or other issues. This meeting will be held in July of each year, approximately midway through Council's fiscal year. The committee chair may call additional meetings if required.

Take action to address shortfalls, problem areas and any other issues that may present themselves during the year.

### **Building Maintenance**

The Building Maintenance Committee chairperson shall interview and recommend individuals for employment as the Garden Center janitor to the Executive Committee and/or Board of Directors, and shall be the direct supervisor of the Garden Center janitor.

Monitor and assess upkeep and maintenance of the physical facility (building), to include the parking lot, signage, walls, fences, benches, art, lights, shade sails and gates, coordinating with the Garden Center Office Manager and the Grounds chairperson.

Supervise the cleaning of the building and manage security.

Obtain bids for equipment, goods and services required for upkeep, maintenance, and cleaning.

Obtain bids for contents and liability insurance, bonding and security as may be required, keeping the President, Treasurer and the Executive Committee fully informed on the status of bids and policy effectiveness.

Supervise authorized repairs or renovations.

Recruit committee members to assist in performing assigned tasks.

Notify the Executive Committee immediately if a need for an unbudgeted item or service arises and report to the Executive Committee any significant problems and proposals that require action.

Manage security, in cooperation with the Office Manager, at Garden Center rentals.

### **Bylaws**

Review Council's governing documents (Bylaws, Special Rules of Order, Standing Rules, and Policies and Procedures) annually or as requested by the Board of Directors and/or the Executive Committee.

Propose amendments, revisions or changes as may be required.

Review proposed amendments, revisions or changes with the Executive Committee so they may seek clarification and/or offer comments and input.

Prepare a notice to be provided by mail or email to the Board of Directors 30 days prior to any Board meeting where a Bylaws revision proposal will be considered, along with copies of the proposed amendments on which the Board will vote.

Prepare an electronic copy of any approved revised governing documents to the Office Manager for inclusion on the Garden Center computer.

Direct that the Bylaws be placed on Council's website to comply with statutory requirements that Bylaws be available for public access.

Standing Rules, Special Rules of Order, and Policies and Procedures are internal use documents and will **NOT** be placed on Council's website.

Direct that committee chairpersons be provided with copies of the Bylaws (or applicable portions of the Bylaws) and copies of the Standing Rules (or applicable portions of the Standing Rules) to enable them to perform their assigned duties.

Direct that electronic copies of the Bylaws and Standing Rules be available to all SMO's or their individual members upon request.

### **Council Flower Show**

In cooperation with SMOs, stage and oversee a National Garden Club (NGC) Standard Flower Show in accordance with standards set by the current NGC Handbook for Flower Shows.

Develop a budget for the event and submit the proposed budget to the Executive Committee for approval.

Obtain supplies and other materials in compliance with the approved Council budget.

Develop a theme for the show and prepare a Flower Show Schedule, which serves as the governing document for the show.

Arrange for non-competitive exhibits and displays (if any).

Recruit volunteers to serve as tally clerks and clerks for judge panels; provide for classification and placement of exhibits; assist exhibitors in the prep room and assure exhibitor supplies are available; provide hospitality services; and consult and provide entry and classification assistance.

Develop publicity in cooperation with the Office Manager to publicize the show and encourage participation.

Recruit judges to judge the flower show in compliance with the current National Garden Clubs Handbook for Flower Shows.

May compile information required to apply for any award(s) for which Council and/or the show may be eligible.

### **Educational Programs and Workshops**

Develop and oversee educational programs, workshops, and seminars to be made available to the public and/or Council members.

Develop pricing if fees are to be charged.

Develop publicity for programs, workshops and seminars.

Expand existing education programs as may be required.

Evaluate all education programs, workshops and seminars being conducted by Council annually for continued viability.

### **Financial Review**

This committee consists of three Council members named at the October Board of Directors meeting.

In January, examine Council Treasurer's financial records for the just completed fiscal year.

Submit a written report on its findings to the Executive Committee for review at its February meeting and for presentation at the February Board of Directors meeting, to be distributed to all members of the Board of Directors in the reports package prepared for that meeting.

Upon completion of its task this committee is dissolved.

### **Garden Shop**

Develop business goals for the shop to include developing and reviewing financial and budgetary goals.

Allocate monies for shop assets.

Recruit and manage volunteers and assure they understand the shop's mission and its fundraising relationship to Council.

Select, purchase, price and manage inventory and conduct an annual physical inventory.

Submit invoices for payment, reconcile overages and shortages and develop sales breakouts, working in conjunction with Council's Treasurer, for shop revenues and non-shop revenues collected on behalf of the library, the garden tour, floral design classes and other Council functions.

Develop and maintain good working relationships with sales representatives, vendors and suppliers.

Maintain a notebook of customer requests, and research and investigate to determine if suggested and requested items would be a good addition to the shop.

Create a positive customer service experience in the garden shop through merchandise selection and by maintaining a clean, pleasant, friendly environment.

Set up and test consignment and other programs (as may be appropriate) to enhance garden shop revenues and to attract more customers.

Organize traveling shops for Council's and/or member organizations events as may be appropriate.

### **Garden Tour**

Identify and select suitable gardens for each year's tour at least one year in advance and maintain liaison with garden owners, keeping them up-to-date on tour progress.

Secure advertisers and sponsors to defray publishing costs and develop and place announcements, flyers and brochures advertising the tour at nurseries, libraries, and other facilities.

With the assistance of the Garden Center Office Manager, publicize the tour in all other appropriate venues.

Publicize locations where tickets to the tour may be purchased, supply tickets to all locations selected and set up online ticket purchasing if feasible.

Prepare a poster to be displayed in the lobby of the Garden Center in advance of the tour and at all available venues held at the Garden Center prior to the tour.

Prepare a garden tour ticket book and present same for approval to the Executive Committee prior to printing.

Recruit volunteers to work at each tour garden, assist in parking, place and retrieve directional signs and perform other tasks as may be required.

Arrange for a luncheon if one is to be a part of the tour and arrange for artists, crafts persons and other displays and activities if they are to be a part of the tour.

Direct that letters of appreciation be sent to all participating garden owners.

Procure approval from the Second Vice President if discounted tickets are to be made available to volunteers working full shifts on the day of the garden tour.

Update the Garden Tour Timeline and develop complete records to be made available to the next Garden Tour Committee chairperson and supply a copy to the Office Manager for inclusion in Council's files.

### **Grounds**

The Grounds Committee chairperson shall interview and recommend individuals for employment as the

Garden Center gardener to the Executive Committee and/or Board of Directors, and shall be the direct supervisor of the Garden Center gardener.

Manage all landscaped areas associated with the Garden Center.

Supervise landscape contractors and others hired to perform work on the landscape/gardens to insure compliance with contracts for such services.

Propose upgrades and revisions of current plantings as may be required by utilizing a Comprehensive Garden Calendar, which will also serve as a procedure manual for the Garden Center gardener.

Work in cooperation with Sustaining Members on their gardens and/or other specially designated garden areas (i.e., Bonnie Lowenstein, Habitat Wildlife Garden, Blue Star Memorial) to assure maintenance and upkeep.

Request and review garden care calendars and annual garden plans for each Sustaining Member Organization's garden, and for specially designated garden areas.

Schedule quarterly work days for Council volunteers to participate in garden maintenance.

Prepare and submit an annual budget to the Budget and Finance Committee.

Immediately advise the Executive Committee if there is anything that requires action or if any unbudgeted expenses arise.

Submit proposals and obtain bids for any repairs and capital improvements as may be required, to the Board of Directors and/or the Executive Committee for review and approval.

Provide oversight of the following ad hoc subcommittees: the Garden Center Landscape Committee and the Marie Torrens Special Committee. The provisions of the Marie Torrens Bequest, which require the creation of the Marie Torrens Committee, shall be retained in Council files. The chairperson of the Grounds Committee shall receive and review a copy of this file upon appointment.

#### **Harvest Fair**

Prepare a schedule of events for the Harvest Fair and work with the Office Manager to recruit vendors.

Prepare floor plans for vendor placement and mark floor positions at least one day prior to vendor set-up.

Arrange for publicity for the event in coordination with the Office Manager, to include newspaper ads, TV and radio announcements, developing and placing flyers at the Garden Center, and developing a poster to be displayed at the Garden Center in advance of the Harvest Fair.

Order plants for sale at the fair, set up receiving date(s) and organize receiving and set-up team(s) for displaying the plants.

Determine pricing for plants and arrange for payment of invoices.

Recruit volunteers to work at the event as may be required.

Recruit other Council member organizations to participate in the event as may be appropriate.

#### **Holiday Fair**

Prepare a schedule of events for the Holiday Fair and work with the Office Manager to recruit vendors.

Prepare floor plans for vendor placement and mark floor positions at least one day prior to vendor set-up.

Arrange for publicity for the event in coordination with the Office Manager, to include newspaper ads, TV and radio announcements, announcements on Craig's List and other online venues, developing and placing flyers at the Garden Center, and developing a poster to be displayed at the Garden Center in advance of the Holiday Fair.

Order plants for sale at the fair, set up receiving date(s) and organize a receiving and set-up team for displaying the plants.

Determine pricing for plants and arrange for payment of invoices.

Recruit volunteers to work at the event as may be required.

Recruit other Council member organizations to participate in the event as may be appropriate.

#### **Library**

Maintain the library in a professional manner.

Include materials on the current list of required reading for National Council Flower Show and Landscape Design schools in the library collection.

Maintain a complete inventory of all books in the library collection, and develop cross-reference lists by topic, subject and author from that inventory. Periodically provide the Office Manager a copy of the official library inventory for inclusion on Council's computer.

Recruit and manage volunteers to serve as library hosts.

Accept monetary and book donations made to the library. Review all donated books to determine suitability for inclusion in the collection and/or to replace books already in the collection.

Perform periodic library triage in which library books are reviewed for relevance to determine if they should be removed or retained in the collection.

Conduct book sales and auctions of donated books that are not added to the collection and of books removed from the collection, to include developing pricing, to help defray the cost of library supplies and new books for the library.

Select new books for purchase for inclusion in the library collection.

Perform an inventory approximately once a year to reconcile shelf content with the master inventory.

#### **Long Range and Strategic Planning**

Develop a five- to ten-year plan to assure vitality and continuity of Council and its facilities, and that is in keeping with Council's goals and purposes.

Study, evaluate and recommend ways to fund repairs, improvements, changes and expansions.

Submit a report with recommendations to the Board of Directors.

Meet a minimum of twice a year to monitor compliance with the long range plan and submit a report to the next available Board of Directors meeting on the status of Council's long range plan.

#### **Rummage Sale**

Designate co-chairpersons for volunteer recruitment, kitchen/food management, boutique sales room, main sales room, and cashiers.

Assure a storage POD is in place by December 1 in the Garden Center's east parking lot.

Procure items for sale via announcements to Council membership, notices on free listings and other venues as may be appropriate.

Publicize the rummage sale via newspaper ads, TV and radio announcements, use of paid and free listings, and by preparing flyers/handouts to be placed in the Garden Center lobby.

Prepare a poster announcing the upcoming event for display in the Garden Center lobby as may be feasible.

Recruit volunteers to work at the sale for set-up, pricing, selling, food service, cashiers, and packing up leftovers.

Set up two sales rooms, the main sales room (in the Pinon Room) for regular merchandise and the Boutique in the Patio Room for more valuable donated items and develop signage as appropriate.

Set up, display and price all sale items.

Dispose of leftover items from the main room by arranging pickups by charitable organization(s).

Dispose of leftover items from the Boutique in consultation with Boutique co-chairs, by retaining them for next year's sale, disposing of them via donation to charitable organizations, transferring them to the garden shop, or by arranging their sale via auctions or at other Council fundraising events.

#### **Spring Plant Sale and Garden Fair**

Contact plant suppliers and wholesalers several months prior to the sale to determine plant availability and other pertinent information.

Make plant selections for sale inventory.

A month before the sale, meet with plant suppliers and wholesalers and order the chosen plants.

Arrange for receiving, set-up and pricing of plants.

Solicit home grown/dug plants from Council members and others for the sale.

Coordinate space assignments and equipment for vendors, other Council member organizations, and any others who are participating in the main sale.

Develop publicity for the sale by advertising in newspapers, TV and radio announcements, use of free listings, classified ads, and preparing flyers and handouts and a poster to be placed in the Garden Center lobby.

Recruit volunteers to work at the event.

#### **State Fair Flower Shows**

Stage and oversee standard flower shows according to the current National Garden Clubs Handbook for Flower Shows, in cooperation with Sustaining Member Organizations and State Fair officials.

Develop a budget for the event and submit the proposed budget to the Executive Committee for approval, taking into account any allowable expense that can be reimbursed by the State Fair.

Obtain supplies and other materials in compliance with the approved Council budget and any allowable expense that can be reimbursed by the State Fair.

Develop a theme for the show, develop show schedules, and coordinate with State Fair officials providing them with lists of needed supplies and personnel.

Establish entry classes.

Arrange for non-competitive exhibits and displays (if any).

Recruit volunteers to work in the prep rooms, as tally clerks, to clerk for judge panels, provide horticultural classification review, entry class review, organize prep rooms to include stocking supplies for entrants, and to set up, stage and take down each flower show.

Recruit judges to judge each flower show in compliance with the current National Garden Clubs Handbook for Flower Shows.

Make hospitality assignments for Council member organizations.

#### **Ways and Means**

Review and evaluate existing fundraisers for ways to improve revenues and performance at the conclusion of the event, using the chairperson's report as well as comments received from event volunteers, other Council members and event attendees.

Explore the potential for, and develop new fundraisers that are in keeping with Council's goals and policies.

Report on the committee's reviews, evaluations and new event explorations to the Board of Directors and/or the Executive Committee, to include insight as to how any recommendations might be executed.

**STANDING RULE NO. 5 - FINANCIAL**  
**(See also Bylaws Article III, Section C and Article IX)**

**DUES AND FEES**

Member organizations pay dues and fees as prescribed in Council's governing documents. Dues and fees may be waived and/or adjusted by Council's Board of Directors at their discretion.

**Sustaining Member Organizations (SMOs)**

Pay a sustaining fee of \$75.00 and per capita dues of \$7.00 by January 31st of each year. Failure to pay sustaining fees and per capita dues may result in loss of membership privileges until all fees and dues are current.

Pay Council 25% of net profits realized from any revenue-producing, member-sponsored event held at the Garden Center; or that may be realized from participation in a Council-sponsored event regardless of the location at which the Council-sponsored event is held. Payment is due no later than 60 days after the event. Failure to pay the fee may result in the member organization losing the right to participate in future events and/or loss of membership privileges.

**Affiliate Member Organizations (AMOs)**

Pay annual membership fee(s) as recommended by the Executive Committee and approved by the Board of Directors.

Affiliate members who raise revenues by participating in Council-sponsored fundraisers, or who hold independent fundraisers at the Garden Center shall pay a fee of 25% of net profits realized from the revenue-producing event or participation in the Council-sponsored event. Payment is due no later than 60 days after the event. Failure to pay the fee may result in the member organization losing the right to participate in future events and/or loss of membership privileges.

A Council-sponsored event is an event that Council controls. That is, event development, rules of participation, costs, recruiting of participants or workers, etc., is performed by Council and/or under Council's direction. The event must be specifically identified as being sponsored by Council or as a Council event. Mention of a Council member's upcoming event in the Council newsletter or other venue, or on Council's website does not indicate Council sponsorship.

**CALCULATING THE 25% ASSESSMENT OF NET PROFITS.** The 25% assessment due to Council is calculated as follows:

Gross Revenues = total revenues realized from sales, admissions, etc.

Actual Costs = documented expenses incurred to participate in the event (such as inventory costs, etc.)

Gross Revenues minus Actual Costs = Net Income

Council's fee is 25% of net income

A financial statement shall be submitted with the 25% payment which itemizes revenues and expenses. No payment is due Council if the net income realized from the event is less than \$25.00. The Executive Committee is empowered to interpret this rule and settle any dispute concerning the amount due. Its decision is final.

**CREDIT CARDS**

A \$10.00 minimum purchase is required for all credit sales to include purchases made in the garden shop, at all fundraising events, or at any other Council or Council-sponsored events.

**LOSS /DAMAGE AND EXTRAORDINARY EXPENSES**

Council may recover costs incurred because of a member organization's failure to comply with the provisions of Council's governing documents and/or the terms of their membership agreement. Recoverable costs would be those costs not covered by insurance, or that remain after insurance recovery to include any applicable deductible. Such costs may include but are not limited to repair of damage to furniture and equipment; fines levied on Council for false alarms because of improper alarm operation; and criminal or other trespass damage caused by a failure to lock and alarm the Garden Center after use. Recognizing that some member organizations are small, and that such



losses could be devastating to them, the Board of Directors may review and adjust the recoverable cost(s) at its discretion.

#### **INDIVIDUAL MEMBER USE OF GARDEN CENTER FACILITIES**

Individual members of Sustaining Member Organizations of Council who would like to rent the Garden Center for private events shall be charged usual rental rates, but may be entitled to use the facilities on an hourly (vs. package) basis upon approval by the Executive Committee.

#### **UNBUDGETED EXPENDITURES**

All unbudgeted expenditures shall be approved by either the Board of Directors or the Executive Committee. Requests must be made and approved prior to expending funds. The request must include a detailed description of what is needed and a justification for the expenditure.

**If the unbudgeted expenditure is less than \$500.00**, competitive bids to supply the service or product will normally not be required for approval unless the Board of Directors or the Executive Committee determines competitive bids are necessary.

**If the unbudgeted expenditure is more than \$500.00**, three competitive bids to supply the service or product will be required for approval. The Board of Directors or Executive Committee may reduce or waive the number of competitive bids required if circumstances warrant that action.

**If the unbudgeted expenditure is caused by a qualified emergency** the requirement for competitive bids and advance approval of the expenditure may be waived. A qualified emergency is defined as a situation or event that threatens or endangers the safety or security of the Garden Center's physical facilities; or threatens or endangers the safety or security of Council's employees, volunteers, visitors, renters, and guests; or where immediate action needs to be taken to mitigate damage cause by criminal activity, an accident, a natural disaster, flooding or fire, or other event. See also Bylaws Article VII.C.3.

#### **EXPENSE REIMBURSEMENTS**

Requests for reimbursement for any expenses, made with personal funds or accounts, must be accompanied by receipts and/or other forms of documentation and must be submitted promptly. Council regrets it cannot make reimbursements for undocumented expenses or, expenses that do not comply with Council's governing documents.

**STANDING RULE NO. 6 - AMENDING THE STANDING RULES**

The Standing Rules may be amended by a majority vote of the Board of Directors at any available meeting. Fifteen days advance notice of the proposed amendment shall be provided.

As adopted by vote of the Board of Directors, Council of Albuquerque Garden Clubs, Inc., on October 11, 2018.

Signed: \_\_\_\_\_  
Shirley Tetreault, President, Council of Albuquerque Garden Clubs, Inc.

Signed: \_\_\_\_\_  
Carolyn McCloskey, Recording Secretary, Council of Albuquerque Garden Clubs, Inc.