

Evening Garden Club Policies and Procedures

1. Regular and Special Meetings

- 1.1 Regular meetings are scheduled for the first Monday of the month at 7pm from October through May.
- 1.2 Meetings may be in-person, online, or a hybrid of the two.
- 1.3 In-person meetings will be at the Shepherd of the Valley Lutheran Church Community Room. 2650 NW Highland Dr. Corvallis OR 97330
- 1.4 Online meetings will be via Zoom. Members will be sent the link at least 12 hours prior to the meeting.
- 1.5 The Executive Board may cancel or change the time or place or manner of the meeting if necessary. Members must be notified in a timely manner.
- 1.6 The President will appoint a Program Chair to schedule presentations at regular meetings.
- 1.7 The December meeting will be a “greens” meeting, the November and May meetings will feature plant exchanges.
- 1.8 The Annual Business Meeting will be in October. There will be a speaker presentation in October as well.
- 1.9 The President may arrange special meetings. The membership will be given at least a one week notice.

2. Board Meetings

- 2.1 Board meetings are scheduled for the last Monday of the month from January to December.
- 2.2 The Executive Board may cancel or change the time or place of the meeting.
- 2.3 Meetings may be in-person, online or a hybrid.
- 2.4 Every spring the Board will consider designating members to be life members.

3. Dues

- 3.1 Dues may be mailed to Evening Garden Club, P.O. Box 315, Corvallis OR 97339-0315 or given to the Treasurer.

4. Communication

- 4.1 A Google group called Trumpetvine will contain all members except those who ask to be excluded. The President will appoint a Trumpetvine coordinator.
- 4.2 A newsletter will be distributed electronically at least a week before any regular meeting. The President will appoint a Newsletter Editor
- 4.3 EGC will have a website containing the By-laws, Policies and Procedures, a member directory, recent board minutes, treasury reports and other information. The President will appoint a Webmaster to maintain the website.

5. Elections

- 5.1 Elections are in April unless rescheduled by the Board.
- 5.2 The incoming officers may be introduced to the club at the May meeting.
- 5.3 Incoming officers assume their duties on July 1.

6. Appointive Committees and Positions.

6.1 Grants Committee

- 6.1.1 Is appointed in October by the President, when funds for grants are in the approved annual budget.
- 6.1.2 Follows a schedule set by the Executive Committee.

- 6.1.3 Publicizes the availability of EGC grants for garden projects or garden related materials and activities.
 - 6.1.4 Makes applications available in appropriate locations.
 - 6.1.5 Reviews applications following grant guidelines and selects nominations.
 - 6.1.6 Presents nominations for the year to membership for approval.
 - 6.1.7 Sends letters to all applicants advising outcomes.
 - 6.1.8 Follows up on completion requirements as stated in application guidelines.
- 6.2 Membership Chair(s)
- 6.2.1 Works with the Treasurer in maintaining an electronic database of all current members, including name, address, phone number, and email of all current members, adding new members as people join.
 - 6.2.2 Responds to information and membership requests made through the website.
 - 6.2.3 Informs Trumpetvine Coordinator of new members.
 - 6.2.4 Provides member communications to include:
 - 6.2.4.1 Welcoming all new members by email.
 - 6.2.4.2 Emailing reminders to pay dues in October, November and December.
 - 6.2.5 Purges membership roll of non-renewing members in March.
- 6.3 Name Tag Coordinator
- 6.3.1 Keeps name tags up to date and makes new name tags as members join.
 - 6.3.2 Brings name tags to in-person meetings and collects them at the end of the meeting.
- 6.4 Publicity Chair(s)
- 6.4.1 Publicizes EGC including submitting program notices to local media event calendars as appropriate.
 - 6.4.2 Assigns writers to maintain EGC monthly presence in the Neighborhood Planter's Kiosk (NPK) project.
 - 6.4.3 Posts meeting information, other information, and garden club photos on social media.
- 6.5 Fundraising Committee
- 6.5.1 Submits fundraising costs to Board for approval prior to any fund raising activity.
 - 6.5.2 May conduct bulb/plant sales in the fall and spring.
 - 6.5.3 Advises Board on other fund raising opportunities and carries them out upon Board approval.
- 6.6 Program Chair (s)
- 6.6.1 Is responsible for scheduling regular meeting programs.
 - 6.6.2 Speaker fees and/or expenses will not exceed \$1,500 per program year. Fees and/or expenses in excess of of this limit require Executive Board approval.
 - 6.6.3 Speakers not receiving a fee shall be given a gift up to a \$50.00 value.
 - 6.6.4 Shall inform the Board of expenses, fees, or honorarium due for payment and provide the speaker contact information to the club Secretary for a thank you note or follow up.
 - 6.6.5 The person who scheduled a speaker will usually introduce the speaker at the meeting.

- 6.6.6 Will supply program information to the appropriate Committee Chair(s) for community publicity, EGC Handbook, EGC Newsletter, EGC website and social media accounts.
- 6.7 Tours Chair (s)
 - 6.7.1 Responsible for planning and scheduling a minimum of four tours per year when possible, including a summer potluck at a member's home.
 - 6.7.2 Coordinates carpooling if needed.
 - 6.7.3 Communicates with other Chairs as needed to publicize and inform the membership about tours.
 - 6.7.4 Tours may be local or out-of-town.
 - 6.7.5 Tours may be to members' gardens, non-members' gardens, nurseries, public gardens, home & garden shows, and other relevant locations.
- 6.8 Webmaster
 - 6.8.1 Keeps the EGC website current and accurate.
 - 6.8.2 Communicates with EGC chairs and officers as needed.
 - 6.8.3 Stores the EGC by-laws and Policies and Procedures and makes them available on the website.
- 6.9 Trumpetvine Coordinator (email group coordinator)
 - 6.9.1 Manages the Trumpetvine Google group.
 - 6.9.2 Invites new members to join Trumpetvine.
 - 6.9.3 Monitors Trumpetvine for inappropriate content, for example political messages. Trumpetvine is for communicating about the club, gardening and related activities.
- 6.10 Newsletter Editor
 - 6.10.1 Gathers information for publication in the EGC Newsletter.
 - 6.10.2 Electronically publishes EGC Newsletter on the website and distributes to members.
 - 6.10.3 Newsletter is published monthly.
- 6.11 Flower Therapy Coordinator(s)
 - 6.11.1 Procures flowers from donors, provides supplies, and organizes volunteers for floral projects.
 - 6.11.2 Oversees the Assisted Living Facility Flower Arranging Project.
 - 6.11.3 Advises the Board about other possible floral projects.
- 6.12 Church Liaison
 - 6.12.1 Makes arrangements for use of the Shepherd of the Valley Lutheran Church
 - 6.12.2 Is responsible for the church key that has been loaned to the club.
- 6.13 Corresponding Secretary
 - 6.13.1 Conduct general correspondence of the EGC including thank you notes.
 - 6.13.2 Communicate with the president, tours chair, treasurer and program chair about needed correspondence.
 - 6.13.3 Keep correspondence supplies.
- 6.14 Website monitor(s)
 - 6.14.1 Monitor website for needed updates
 - 6.14.2 Communicate with webmaster about updates

7 Duties of Elected Officers

7.1 The President shall

- 7.1.1 Preside at Board meeting to conduct the business of the EGC and cast the

deciding vote in case of a tie.

- 7.1.2 Provide other Board members with an agenda for the Board meetings at least 3 days before the meetings.
- 7.1.3 Arrange for another person (usually the President-elect) at the regular meeting if the President cannot attend.
- 7.1.4 Arrange for meeting places prior to the October meeting and for other meetings as needed.
- 7.1.5 Serve as ex-officio member of all committees except for the nominations committee.
- 7.1.6 Preside over election of officers in the spring.
- 7.1.7 Appoint EGC members to non-elective offices and committees.
- 7.1.8 Appoint a Grants Committee in October and ensure that the Executive Board sets a schedule for the grants process.
- 7.1.9 Chair the Budget Committee and work closely with the Treasurer to develop the Annual EGC budget.
- 7.1.10 Coordinate with Program Chair(s) so that meetings run smoothly.
- 7.1.11 Develop an agenda for each regular meeting.
- 7.1.12 Run the Annual Business meeting in October including a financial report and an annual budget.
- 7.1.13 Create Ad hoc committees as needed and appoint Chair(s) of said committees.
- 7.1.14 Train and involve the President Elect for the following program year.
- 7.1.15 Draft a President's message for inclusion in the club website
- 7.1.16 With the Treasurer, serve as a signatory on the EGC bank account(s).
- 7.1.17 Communicate with the membership via Trumpetvine, the newsletter, at meetings, and by other means.

7.2 The President-Elect shall

- 7.2.1 Attend/participate in Board meetings and be a voting member of the Board.
- 7.2.2 Assist the President in the performance of their duties.
- 7.2.3 Assume all duties of the President in their absence or inability.
- 7.2.4 Observe the role of, and train to become, the president the following year.
- 7.2.5 Assist president as requested with filling appointive positions.
- 7.2.6 Determine in January if funds are available to fund a scholarship. If so, present to Executive Board for action.

7.3 The Secretary/Co-Secretary(s) shall

- 7.3.1 Attend/participate in Board meetings. Each is a voting member of the Board.
- 7.3.2 Keep the minutes of all meetings of the EGC and Executive Board and ensure that the approved minutes are posted to the EGC website and/or newsletter.
- 7.3.3 Conduct general correspondence of the EGC including thank-you notes to speakers.
- 7.3.4 Within ten days of the previous meeting, provide the minutes to the Executive Committee. Send regular meeting minutes to the newsletter editor.
- 7.3.5 Assume the duties of the President and the President Elect in the absence of both.

- 7.3.6 Maintain an archive of all past minutes for the history of the EGC.
- 7.3.7 Keep updated By-laws on file and ensure that current By-laws are posted to the EGC website.
- 7.4 The Treasurer/Co-treasurer(s) shall:
 - 7.4.1 Attend/participate in Board meetings. Each is a voting member of the Board.
 - 7.4.2 Each serve as a signatory on the EGC bank account(s).
 - 7.4.3 Be custodian of all funds of the EGC.
 - 7.4.3.1 Pay all approved bills/expenses.
 - 7.4.3.2 Collect all dues and program attendance fees.
 - 7.4.3.3 Keep accurate financial records, which shall at all times be open to inspection.
 - 7.4.3.4 Submit a monthly report at the board meetings of the EGC stating income, expenses, and current balance.
 - 7.4.3.5 Submit the same monthly report to the Newsletter editor for inclusion in the newsletter.
 - 7.4.3.6 Perform or supervise money handling tasks at fundraising events.
 - 7.4.3.7 Close the books as of June 30 and work closely with the President to develop the Annual EGC Budget, to ensure the process is complete prior to the Annual Business Meeting.
 - 7.4.3.8 By July 1, work with incoming Officers to update the authorized signatories of the EGC bank account(s) for the new fiscal year.
 - 7.4.4 Coordinate with the Membership Chair to provide data for the Membership file referenced in 6.2.1.
 - 7.4.5 Provide updated Treasury information to the Membership Chair, President, Newsletter Editor, Trumpetvine Coordinator, and Webmaster as needed.
 - 7.4.6 Pay required dues to The Oregon State Federation of Garden Clubs, Inc. and the Santiam District between July 1 and September 30.
 - 7.4.7 File Form 990-N before November 15 to the IRS electronically (E-Postcard).
 - 7.4.8 Submit Form CT-12 (for Oregon Charities) to Charitable Activities Section of the Oregon Department of Justice by November 15. Include the appropriate fee.
 - 7.4.9 File the Annual Report with the Oregon Secretary of State, Corporation Division, before March 26 and pay the required fee.
- 7.5 A Member at Large shall
 - 7.5.1 Attend/participate in Board meetings and be a voting member of the Board
 - 7.5.2 Work with the Board and President to complete the club's goals for the year.
- 8 The Executive Board may revise the EGC's Policies and Procedures with a majority vote where a quorum is present.

Appendix - Treasurer's Schedule

January	<ul style="list-style-type: none"> • PO Box annual rental payment due before Jan 31; invoice to P.O. Box 315 • Continue collecting Annual Dues. • Send monthly Treasurer Report for newsletter and EGC Board meeting • Balance OSCU checking account. Update Balance spreadsheet.
February	<ul style="list-style-type: none"> • File Annual Report to Secretary of State, Corporation Division, and pay annual fee by March 26. A statement will be mailed. • Continue collecting Annual Dues • Send monthly Treasurer Report for newsletter and EGC Board meeting • Balance OSCU checking account. Update Balance spreadsheet.
March	<ul style="list-style-type: none"> • Send monthly Treasurer/Membership Reports for newsletter and EGC Board meeting • Balance OSCU checking account. Update Balance spreadsheet • Communicate to Membership Chair the list of non-renewing members.
April	<ul style="list-style-type: none"> • Send monthly Treasurer Report for newsletter and EGC Board meeting. • Balance OSCU checking account. Update Balance spreadsheet.
May	<ul style="list-style-type: none"> • Send monthly Treasurer Report for newsletter and EGC Board meeting • Balance OSCU checking account. Update Balance spreadsheet.
June	<ul style="list-style-type: none"> • End of Fiscal Year, June 30. • Send monthly Treasurer/Membership reports to newsletter and EGC Board meeting. • Balance OSCU checking account. Update Balance spreadsheet.
July	<ul style="list-style-type: none"> • Start of new fiscal year, July 1. • New Co-Treasurers visit OSCU to get signing authority. Take last meeting minutes showing names of new Co-Treasurers. • Web domain annual renewal fees due to Stormwire in July. See July bill for details. • Send monthly Treasurer Report for newsletter and EGC Board meeting. • Balance OSCU checking account. Update Balance spreadsheet. • Perform Financial Review for preceding fiscal year (or early August) • Reconcile Proposed Budget versus Actual for preceding Fiscal year (or early August)
August	<ul style="list-style-type: none"> • Send monthly Treasurer Report for newsletter and EGC Board meeting • Balance OSCU checking account. Update Balance spreadsheet.
September	<ul style="list-style-type: none"> • Dues to OSFGC due before September 30th. Base dues amount on total members as of June 30. • Electronic file IRS Form 990-N (e-Postcard) due November 15th to IRS (NOT mailed/emailed to EGC): https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard • File Form CT-12 For Oregon Charities due November 15th to Oregon Department of Justice (mailed to EGC); attach copy of IRS 990-N (e-Postcard). • Zoom Video Communications annual fees automatically renew. See bill for Sept. for Acct. 3007505137. • Send monthly Treasurer/Membership Reports for newsletter and EGC Board meeting • Balance OSCU checking account. Update Balance spreadsheet.
October	<ul style="list-style-type: none"> • Assist President with development of Proposed Annual Budget in time for the Annual Membership Meeting. • Start collecting Annual dues for following year. Send dues requests to Newsletter and Trumpetvine. • Send monthly Treasurer Report for newsletter and EGC Board. • Balance OSCU checking account. Update Balance spreadsheet.

November	<ul style="list-style-type: none">• Send monthly Treasurer reports for newsletter and EGC Board meeting.• Balance OSCU checking account. Update Balance spreadsheet.
December	<ul style="list-style-type: none">• Send monthly Treasurer/Membership Reports for newsletter and EGC Board meeting.• Balance OSCU checking account. Update Balance spreadsheet.

1 Oregon State Credit Union

2 Oregon State Federation of Garden Clubs