

STANDING RULES

NAME

The name of the Naples Garden Club, Inc. shall not be used to endorse the policy or procedures or positions of any other organization unless first approved by the Board of Directors.

MEMBERSHIP

Membership in Naples Garden Club is open to all who are interested in horticulture, floral design, or the environment, provided they reside in Greater Naples at least four months a year, have attended at least one General Membership Meeting and are sponsored by an Active or Sustaining Member.

Section Application for Membership

- a. Prospective members are required to complete an online application between 9:00 AM February 15 and 5:00 PM March 15 and will be accepted on a first come, first served basis until the Provisional Class is filled.
- b. The Membership Chair will present the applications of all prospective members to the Board of Directors for approval.
- c. Upon approval by the Board of Directors, all new members, comprising the Provisional Class, shall be presented to the members at the next General Membership Meeting.
- d. Obligations of Provisional Members: See Provisional Members' Handbook.

Section 2. Privileges of Membership

Active and Honorary Members may vote in elections and hold office. An Active, Honorary or Sustaining Members may propose one new member annually.

Section 3. Obligations of Membership

Active members should make every effort to attend at least two (2) General Membership Meetings, serve on at least one committee annually and participate in the House & Garden Tour and Naples Flower Show each year.

Section 4. Financial Obligations of Membership

- a. Dues are set by the Board and approved by the membership and are payable by April 15.
- b. Members who fail to pay their dues by April 15 will be subject to a late fee of \$25.
- c. On April 15 the Assistant Treasurer will email or telephone reminding the member that the dues are overdue and that the member should include the late fee of \$25 with the dues payment.
- d. On May 15 the Assistant Treasurer will email or telephone reminding the member that if dues are not paid within two weeks the member will be considered to have resigned.
- e. On June 1 if the member has not paid his/her dues, he/she will be considered to have resigned and will be sent a letter by the Secretary to that effect.

Section 5. Annual Dues

- a. Active Membership annual dues are \$150 for 2023-25.
- b. Sustaining Membership annual dues are and \$175 for 2023-25.
- c. Provisional Membership dues are the same as Active except for a one-time fee to cover Provisional Supplies. Dues and fees shall be paid upon submission of the membership application
- d. Past Presidents' annual dues are the same as Active but reduced by our cost of dues to FFGC of which they are lifetime members - currently \$12 per person.
- e. Honorary and Complimentary Members are exempt from dues.
- f. Seniors' dues are \$25

Section 6. Resignation

Members wishing to resign should notify the Membership Chair prior to May 31.

Section 7. Reinstatement

Members in good standing who have resigned within the past five years may, with Board approval, reinstate their membership and forego Provisional training. The

member shall pay current dues and then resume his/her previously held membership status.

Section 8. Member's Personal Data

The personal data provided by members will be respected and protected to the best of NGC's ability. Contact information of Club members is available to all other members. However, it may only be used for Club purposes. Content information may only be shared with another organization with the approval of the Board of Directors.

DUTIES OF DIRECTORS AND COMMITTEE CHAIRS

Section 1. Attendance at Board Meetings

Attendance at Board Meetings is considered a duty. Two absences without a cause in a given year will be considered a resignation unless there are mitigating circumstances. In such cases, a leave of absence may be granted by the President. See the Board Attendance Policy.

Section 2. Reports

- a. Directors who chair committees are expected to submit an electronic report to the President prior to each Board Meeting.
- b. If a Committee Chair is unable to attend a General Membership Meeting, he/she must arrange for a committee member to give the report to the membership.
- c. No later than one week prior to the Annual Meeting, all Committee Chairs must provide an electronic report to the President for inclusion in the annual report.

Section 3. Expense Reimbursements

- a. Reimbursement forms, available online, should be filled out completely with supporting receipts and/or invoices attached, approved by the Committee Chair and then submitted to the Treasurer for payment. Reimbursement forms should be submitted to the Treasurer no later than fifteen (15) days after the related meeting/event, if possible, or they may be denied.

b. The Club will no longer reimburse members for ink cartridges or paper purchases. Members who make their own copies will be reimbursed on a per-page basis. For both black and white and color copies, the reimbursement will be at the rate of one cent less per page than the current rate at Naples-based Fed Ex. At the beginning of each year, the Treasurer will notify the Club of current per page copying reimbursement prices. On the request for reimbursement form, members will identify the project and the number of pages copied.

c. The Club will reimburse members for copies made through online providers, at local Fed Ex, Staples, Kinkos or similar reproduction shops — but not commercial print shops. Request for reimbursement must include a receipt and the reimbursement form.

d. The Treasurer maintains the current copy of the Consumer's Certificate of Exemption, which allows for tax-exempt purchases made on behalf of the Club. Members are encouraged to take advantage of the Club's sales tax exemption status and the Treasurer will provide a copy to vendor or supplier upon a member's request.

Section 4- Inventories

Committee Chairs must maintain an inventory of committee items stored in the office and off-site, update it annually, and submit to the Facilities/Operations Chair before the Annual Meeting.

COMMITTEES

Section 1. Standing Committees

The Standing Committees are described in the Bylaws. They are the Executive, Governance and Finance Committees.

Section 2. Other Committees

a. House & Garden Tour Committee will oversee the planning, development, execution and evaluation of the House & Garden Tour; acquire the tour houses; and identify potential sponsors and solicit their support.

b. Naples Flower Show Committee will work in partnership with Naples Botanical Garden, as specified in the Naples Garden Club and Naples Botanical

Garden OPERATING AGREEMENT to develop and produce the Naples Flower Show typically held in the spring. The committee will collaborate with the Design and Horticulture Chairs to offer members' workshops that relate to the show's schedule. The committee will also oversee all other flower shows.

c. Program/Education Committee will plan, develop, implement and evaluate membership programs and accompanying workshops, education classes, workshops and trips and ensure that they support the Club's mission.

Section 3. Special Committees

a. Communications Committee will manage internal communications (Trowel Prints, e-blasts) to members and external communications (Website, PR/Marketing) to the community, ensuring a consistent and accurate message. The committee will establish and maintain effective relationships with the media in order to promote the Club's programs and events.

b. Facilities/Operations Committee will oversee scheduling the use of and maintenance of the office, classroom and library space; develop and maintain an inventory system for materials and equipment stored onsite and offsite; and supervise any renovation of NGC headquarters.

c. Hospitality/Events Committee will organize sub-committees to provide refreshments for General Membership Meetings in Buehler Auditorium; work with Fogg Cafe staff to provide refreshments for Membership Meetings in Kapnick Hall; schedule, plan, and execute special members' luncheons and parties; and oversee hospitality for the House & Garden Tour and Naples Flower Show Preview Party.

d. Membership Committee will create and implement recruitment and retention programs to increase and retain membership; receive all membership applications and resignations and present them to the Board for action; oversee Provisional Program, Membership Social Committee, Credentials and Ambassadors Program; report membership changes to Membership Database Manager; conduct a member satisfaction survey, with input from the Board, who will also determine survey frequency.

e. Ad Hoc Dues Committee, appointed by the Board at the beginning of each new decade and mid-decade year, will research increasing the membership dues based on percent increase guidelines, cost of living adjustment (COLA) indexing and budget projections. Committee

recommendations will be presented to the Board no later than March of the decade or mid-decade year. The Board may request that the Finance Committee address the sufficiency of dues at any time.

f. Ad Hoc Grants Committee will be appointed by the President to review grant proposals, rate them, and make recommendations for funding to the Board for approval.

GARDEN CLUB OFFICE

a. Usage. All dates for use of the Naples Garden Club Office must be reserved through the President or her/his designate.

b. Furniture and Equipment. No furniture, equipment or other NGC property may be removed without prior approval of the Facilities/Operations Chair.

c. Library. Neither books nor magazines may be removed from the Library. All publications should be returned to their places on the shelves. The library is strictly for reference.

d. Personal Items. Storing items that are not committee related and without permission of the Facilities/Operations Chair, is not permitted.

e. Awards and Books of Evidence. Naples Garden Club awards, yearbooks, and Annual Reports are stored in the Garden Club Office and may not be removed. Awards and Books of Evidence are the property of Naples Garden Club, Inc. and are to be maintained by the Garden Club's Historian and Website Manager.

HOUSE & GARDEN TOUR SPECIAL CONSIDERATIONS

a. In recognition of the roles that designers, landscapers, architects and builders play in procuring homes for the House & Garden Tour, they may display tasteful signs or business cards, previously approved by the House & Garden Tour Committee, in houses on the tour.

b. Homeowners may remain in their houses during the tour if they prefer.

- c. Contributor lists, sponsor lists, and attendee mailing lists may not be given to other organizations or individual members for anything but Club purposes.
- d. All procedures, whether ticketing, scheduling, home procurement or others will not be shared with other organizations by individual members of Naples Garden Club.

MEMORIALS

- a. Upon the death of a Naples Garden Club member, spouse, significant other, parent or child, the secretary will send a letter of condolence. A donation may be made from the Board Discretionary Fund.
- b. Upon the death of a member, Naples Garden Club will inform the membership in writing (through e-blast, Trowel Prints or website).
- c. Upon the death of a member's spouse, significant other, parent or child, Naples Garden Club will inform the membership in writing if so requested by the member or representative of the member.
- d. Upon the death of a member, a memorial contribution, in lieu of flowers, may be donated to the Club's Tribute Fund.

AMENDMENTS

These Standing Rules may be amended or rescinded by a majority vote of the Board of Directors upon recommendation of the Governance Committee provided the amendments have been presented to the Board at least five days before the vote will be taken.