

Sun City Lincoln Hills Garden Group Operating Policies and Procedures

Mission Statement

We, the Sun City Lincoln Hills Garden Group, will support the community by providing educational opportunities through classes, tours, and advice in addition to participation in local civic gardening needs.

Purpose of the Garden Group

- Acquire knowledge about plants and basic gardening techniques.
- Enjoy the wonders and bounty of nature.
- Stimulate interest and excitement in landscape projects.
- Expose the membership to horticulture in the Northern California area.
- Create a supportive learning environment.
- Participate in local civic gardening needs.
- Enjoy camaraderie among members.

Membership

- Membership is open to all residents of the Lincoln Hills community.
- The Steering Committee will determine the amount of annual dues.
- Annual dues are per household payable beginning in January for the calendar year. Prior year members whose dues are not paid by March 31st, will be dropped from membership.
- All members are required to provide a signed Lincoln Hills Garden Group Membership Waiver of Liability form as provided by the Group. Such Waiver shall be kept on file for the duration of the household membership.
- Members are welcome to attend any Steering Committee meetings as nonvoting attendees.
- General Meetings:
 - o Are held at the time, day and place as established by the Steering Committee.
 - o Guests may attend three (3) meetings before joining the group.

Funds

- Membership dues and funds raised are used to subsidize cost related expenses of printed materials, guest speaker remuneration, plant sale needs, equipment, field trips, socials and for donations to garden related civic projects and community support as deemed feasible by the Steering Committee.
- Members will be responsible for their own expenses related to group events.
- The Steering Committee must authorize any expenditure over \$150.00 to \$500.00.
- The General Membership must authorize any expenditure exceeding \$500.00.

Steering Committee

- Consists of elected officers, standing committee chairs, activity chairs and other appointed positions.
- Meets monthly unless otherwise scheduled.
- A quorum is 50% of members of the Steering Committee.
- Establishes policies and procedures for the Garden Group as needed.
- Appoints special committees as the need arises to carry out specific tasks, projects and programs.
- Provides input and approves programs and events.
- Supervises and provides direction, coordination, innovation and leadership to sub-committees.
- Develops leadership within the membership through inclusion of general members on all sub-committees.

Nomination and Election Process

A nominating committee of three to five (3-5) members will be appointed by the President and approved by the Steering Committee in June/July every two years.

- No member of the nominating committee will serve more than two (2) consecutive times.
- The Nominating Committee will identify one or more nominees for each elected office at the August General Meeting. Nominations from the floor shall be allowed provided consent of those nominees has been obtained.
- Election ballots will be sent in September by email or US mail.
- Election results will be announced at the October General Meeting.

Elected Officers

Elected officers are President, Vice President, Recording Secretary, and Treasurer.

- Each officer will serve a two-year (2) term.
- Each officer may serve an additional consecutive two-year (2) term if elected by the membership.
- If a vacancy occurs the Steering Committee will elect a replacement for the remainder of the term.

Duties of the President

- Preside over the general meeting.
- Chair the Steering Committee meetings.
- Submit any required reports and documents to the Sun City Lincoln Hills Community Association (SCLHCA), and is the contact person for same.
- Prepare the agenda for meetings.
- Appoint, advise and dismiss all chairs and co-chairs.
- Ensure all reporting requirements are properly executed.
- Ensure committee meetings and events are monitored.
- Be one (1) of the three (3) signatories and key executors of the Garden Group bank account.
- Attend the Chartered Clubs and Community Organizations (CCOC) Meetings.

Duties of the Vice President

- Assume the duties of the President as needed.
- Perform any duties as requested by the President.
- Be one (1) of the three (3) signatories and key executors of the Garden Group bank account.
- Responsible for new Steering Committee and new general member orientation (materials, meetings, members/duties, rosters, financials, OP&P, etc.)

Duties of the Recording Secretary

- Record the minutes of the Steering Committee Meetings and distribute to Steering Committee members within 10 days of pertinent meeting.
- All corrections made to monthly Steering Committee minutes at meetings shall be notated as an attachment to the pertinent minutes.
- If voting occurs during a General Meeting make note of date, time, place, issue, and results.
- Submit the minutes of elections to the President for submission to the SCLHCA.
- Retain the Garden Group's official documents (monthly reports: Steering Committee Minutes, Membership, and Financial).
- Record retention: Records will be retained for three (3) years plus current. Thereafter records to be passed on to Historian for historical retention needs.

Duties of the Treasurer

- Maintain financial records including the monthly Financial Report to be submitted to the Recording Secretary.
- Disbursements will be made by check or bank debit card only.
- Be responsible for and submit all Federal and State Tax Reporting.
- Be responsible for and submit annual State of California permit paperwork for raffles.
- Ensure a detailed account of receipts and disbursements is readily available to elected officers.
- Be one (1) of the three (3) signatories and key executors for the Garden Group's bank account.
- Attend the CCOC meetings.
- Record retention: Records will be retained for seven (7) years plus current. Thereafter records to be passed on to Historian for historical retention needs.

Standing Committees (appointed Chairs)

Appointed positions will be for two year term coinciding with elected term of officers. There are no term limits for Standing Committee Chairs.

Correspondence:

- Conduct the general correspondence of the group.
- Act as recording secretary as needed.

Facilities:

- Works with President, SCLHCA and Steering Committee as intermediary in all SCLH Association facility needs, i.e. paperwork, payments, change orders, set-up, etc.
- Provides Committee members with annual facility request deadlines well in advance to allow Activities Chairs adequate time for possible date changes from previous years.

Historian:

- Maintains historical year-books of Garden Group including newspaper and magazine articles; photographs; posters/flyers/brochures; general meeting speakers, topics and dates; end of year financial summary; field trip locations, dates, number attended and cost; Social themes, dates, location, number attended and cost.
- Culls and retains as appropriate historical Garden Group Treasurer and Recording Secretary records past the seven (7) and three (3) year retention requirements.
- Holds back-up copy of all Committee Chair "how to procedures outlines".

Membership:

- Maintains membership list.
- Collects membership dues and remits the monies to the Treasurer.
- Maintains membership applications for one (1) year plus current **year**.
- Monitors guest attendance.
- Submits attendance record monthly report to the Recording Secretary.
- Sends email reminder/questionnaire to all prior year members who have not renewed by April 30.

Program:

- Plans and organizes yearly guest speaker program including topics, speakers and honorariums.
- Determines speaker's needs, e.g. technical equipment, etc.
- Ensures speaker compensation as set by Steering Committee.
- Develops, prints and tabulates membership general meeting speaker evaluation forms.
- Provides Historian with accurate final list of yearly speakers (dates, topics, name) by end of each calendar **year**.

Publicity:

- Writes articles for the Compass and Sun City Senior News.
- Responsible for membership notification of events and notices.
- Responsible for printing posters, flyers, materials.
- Maintains membership email address list in coordination with Membership Chair.
- Receives, reviews and determines, with approval of President, all photography and videos to be submitted to Web Chair for inclusion on the Garden Group website and also forwards copy to Historian.
- Responsible for Garden Group logo & letterhead design and maintenance.

Website Maintenance:

- Designs, updates and maintains Garden Group website.
- Works with Publicity Chair for all website content.
- Negotiates and contracts web licenses.
- Provides website access information (name & password, access page address) to Garden Group elected officials

Activities Chairs/sub-committees

Activities Chairs shall lead sub-committees on activities designated by the Steering Committee. Such activities may include but are not limited to Brown Bag Sales, Bonsai Group, Classes/Workshops, Community Garden, Expos, Field Trips, Flower Show, Civic Projects, Door Prize Drawing, Home Garden Tour, Lincoln Library, Rose Show, Photographer and Socials.

There are no term limits for Activities Chairs.

- Approved by the President
- Sub-committee membership should include a minimum of one (1) general member for every two (2) Steering Committee members.
- Provide in writing and in detail a procedures document on how the sub-committee operates including purpose and goals statement, planning and event timeline, positions, tasks, costs/budget, facilities, evaluation process, recommended changes process, etc. Such document to be updated annually and provided to the President and Historian no later than the end of the calendar year.
- Co-Chairs serve as equal partners with equal responsibility.
- Chairs and Co-Chairs are encouraged to work with their respective sub-committee members for succession development.
- Member of Steering Committee. Both or either co-chairs to attend Steering Committee meetings with only one vote between them.
- Responsible for securing photographs of event and forwarding them to Publicity Chair.
- Responsible for providing the Historian with accurate final list of pertinent committee activity (dates, time, location, attendance, events) by year end for historical record keeping.

Amendments

The Operating Policies and Procedures may be amended by a two-thirds (2/3) vote of the Steering Committee provided the amendment has been presented at least one (1) month prior to the vote.

Revised 8/9/18

Approved by SCLH GG Steering Committee 9/13/18

Amended by SCLH GG Steering Committee 1/9/20

Amended by SCLH GG Steering Committee 11/13/2022