

**WEST LINN GARDEN CLUB**  
**STANDING RULES**  
**CLACKAMAS DISTRICT**  
**OREGON STATE FEDERATION OF GARDEN CLUBS**  
**Established 2024**  
**Revised 10/23/2024**

**1. STANDING RULES**

- A. These Standing Rules shall not be in conflict with the West Linn Garden Club Bylaws and may be amended at any regular or special meetings of the West Linn Garden Club Board of Directors by 51% vote.

**2. DUES**

- A. As of July 1, 2024, the annual dues shall be \$20 paid by September 1 for members to be registered with the Oregon State Federation of Garden Clubs and to appear in the West Linn Garden Club Directory.
- B. New members who join the Club in the 10<sup>th</sup> (April) through 12<sup>th</sup> (June) months of a particular year, and request this payment cover the amount due for the upcoming membership year (July-June), may receive approval for this request at the discretion of the elected officers.
- C. As required, the Club shall contribute \$5 for the Club to the Clackamas District, per their Standing Rules.
- D. As required, the Club shall contribute \$1 per member per annum based on membership. These dues are payable to the Clackamas District Treasurer after July 1<sup>st</sup> and will be considered delinquent after October 1<sup>st</sup>.
- E. As required, the Club shall contribute \$5 for the Club to the Oregon State Federation of Garden Clubs (OSFGC), per their Standing Rules.
- F. As required, the Club shall contribute \$5 per member per annum. These dues are payable to the OSFGC after July 1<sup>st</sup> and are considered delinquent after September 30<sup>th</sup>.

**3. BUDGET AND PROGRAM PRIORITIES**

- A. Local projects and programs will take priority in the Club's budget.
- B. The Board will present a final proposed budget to the membership at the June meeting for review and approval. A quorum for approving the budget shall be 51% of the paid membership in attendance.
- C. The Club's program priorities shall include community activities, fundraising, membership, and program coordination. The President will appoint members of the club to serve as activity committee chairs. The activity committee chairs will serve on the Board as voting members.
- D. Requests for support of programs/projects not included in the budget may be presented to the Board. With the Board's approval, the proposal can then be presented to the full membership for voluntary personal contributions.

**4. GRANT APPLICATIONS**

- A. Applications for grants for Club projects must be approved by the Board before submittal and be aligned with club interests and priorities.

**5. OFFICER REPLACEMENT**

- A. Should an elected officer resign midterm (2 years), the Board will appoint an interim officer to fulfill the role until the next regular election.

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**6. MINUTE APPROVAL PROCESS**

- A. In the interest of speedy communications with Club members, the Secretary will submit draft minutes to Board members via email for approval within 3-5 days of the meeting. The Board approved minutes shall be posted on the website and included in the electronic monthly newsletter.

**7. RECORD RETENTION**

- A. The President shall be responsible for maintaining Club documents including but not limited to bylaws, standing rules, job descriptions, agendas, minutes, financial records (e.g., annual budgets, year-end financial statements, tax filings, etc.), and other important documents, legal or otherwise, during his/her term of office. The records can be maintained in either paper or digital format as follows:
- In perpetuity & for public inspection:
    - Articles of Incorporation
    - Bylaws
    - Application for IRS Exemption
    - The IRS Tax Exemption Form 1023 (original with Oregon State Federation of Garden Clubs)
    - Meeting minutes
  - For at least 7 years and for public inspection:
    - Form 990 EZ IRS annual information return
    - Other Tax records if any
    - Agendas and attached materials
    - Contracts –such as room rental and plant sale space rental documents
    - Marketing materials, Press Releases and brochures

**8. JOB DESCRIPTIONS – ELECTED OFFICERS AND ACTIVITY COMMITTEE CHAIRS**

- A. Elected officers of the Board and appointed activity committee chairs shall develop and maintain a job description that includes a list of duties and important deadlines. These job descriptions should be reviewed and updated as needed but at least every 3 years.
- B. Job descriptions for the elected officers which include President, Vice President, Secretary, Treasurer, immediate Past President, and Member at Large are outlined in the Bylaws Article IV.
- C. Job descriptions for President appointed activity chairs are as follows:
1. Community Activities Chair – Coordinate hands-on gardening activities, such as planting and maintenance at McLean Park & House. Recruiting club members to participate in activities. Develop an activities schedule. Propose a budget to the board to support

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improvements. Collaborate with city, county, or nonprofit organizations as appropriate to recruit volunteers, obtain tools and plants, or sponsor events. Attend Board meetings and provide updates as requested.

2. Fundraising Activity Chair - Identify date, time, and location for the annual plant sale. Develop a price strategy for the cost of plants and other items to be sold at the plant sale. Coordinate efforts to ensure variety and adequate items for the sale, including a plant potting event. Recruit volunteers to help set-up, conduct and take down the sale. Develop a plan to promote the annual sale in the local community. In addition to the annual plant sale, develop an annual fund-raising plan. This could include a monthly raffle and a year-end annual appeal for contributions to the club, which is a 501c3 nonprofit. Attend Board meetings and provide updates as requested.
3. Membership Activity Chair – Maintain an accurate list of members including contact information. Reach out to potential members encouraging them to join the club, complete membership application and pay annual dues. Take attendance at club meetings and events. Attend Board meetings and provide updates as requested.
4. Program Coordination Activity Chair - Organize speakers/programs for regular meetings on the first Monday of the month. Ideally, prepare a schedule for the entire year for promotional purposes on the Club website and elsewhere. Reconfirm with speakers at least a week before the scheduled presentation, confirming the need for laptop, projector, and other equipment. Write a thank you note following the presentation. If appropriate, offer \$25 reimbursement for travel expenses. Attend Board meetings and provide updates as requested.

**9. GENERAL COMMERCIAL LIABILITY COVERAGE**

- A. The Club has coverage through the Oregon State Federation of Garden Clubs. This type of insurance protects the club from being sued by guests and customers; and reimbursing their medical costs. Coverage remains in effect as long as the club pays its annual dues on time (before October 1). This type of coverage does not cover accidents incurred by members while involved in club activities, nor does it provide liability coverage for the Board and Officers.

**10. DIVERSITY, EQUITY, AND INCLUSION POLICY**

- A. The Club will not tolerate discrimination, biases, harassment of any kind, regardless of race, socio-economic status, age, disability, religion, sexual orientation, nationality, gender, or marital status. We share the value that people should be treated fairly and with dignity, that members and guests of all backgrounds should feel safe and welcome, and that they have the opportunity to thrive in our club and its activities.
- B. Concerns or questions about events that are perceived to be counter to this policy should be submitted to the President for investigation.

**11. CONFLICT OF INTEREST DISCLOSURE**

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- A. No member should vote on a question in which they have a direct personal or pecuniary interest.
- B. To protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or member of the board of directors:
  - 1. The interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the board of directors.
  - 2. The board of directors shall decide if a conflict of interest exists.
  - 3. If a conflict exists, the board of directors, after exercising due diligence, shall determine whether the organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
  - 4. If a more advantageous transaction or arrangement is not possible under circumstances not producing a conflict of interest, the board of directors shall determine whether the transaction or arrangement is in the organization's best interest for its own benefit.

**12. PRIVACY**

- A. The privacy of club members is foremost. Use of email, telephone or address information is strictly for club purposes.