

# STANDING RULES OF THE MADISON GARDEN CLUB

## ADMINISTRATION

1. A listing of the membership of The Madison Garden Club may not be furnished to any outside group.

## AWARDS

1. At the end of each Club year the members who earned the most points in Design, Horticulture and Botanical Arts will each receive a monetary award.
2. At the end of each Club year the member who earned the most combined Design, Horticulture and Botanical Arts points will be awarded the Mary Temple Fray Award to retain for one year.

## COMMITTEES

1. At the beginning of each administration, the President shall issue a list of the committees established (in accordance with Bylaw Article VII) including the Chairmen.
2. Committee chairmen shall take care of Committee correspondence.
3. If a committee has a line item in the annual budget, the Chairman shall be responsible for managing these funds in coordination with the Club Treasurer
4. Chairmen shall present a report of Committee activity to the membership at the annual business meeting in April. A written copy of the report shall be submitted at the Annual meeting
5. Each Committee Chairman shall be responsible for passing files to their successor immediately after change in Chairmanship.
6. A Program Committee Chairman shall be appointed in January

## DELEGATES

1. The President or a designated representative shall represent the Club at Shenandoah District meetings and VFGC Conventions.
2. A delegate to represent the Club at Shenandoah District meetings and VFGC Conventions shall be elected by the membership at least one month prior to the respective meetings.
3. Nominations may be made from the floor.
4. If necessary, the selection of an alternate delegate to the District meetings or the VFGC convention is at the discretion of the President.

## EMERGENCY CANCELLATION OF MEETINGS

1. In the event of an emergency cancellation of a meeting, the President will send E-mail notification and/or telephone notification to all members.
2. In the event of inclement weather, the President, in consultation with the Executive Committee, shall determine if the meeting will be held.

## EXECUTIVE COMMITTEE

1. All members of the Executive Committee are expected attend their scheduled meetings. Absences shall be communicated to the President.

## FINANCE

1. The Treasurer will present an annual budget to the Club for approval at the June membership meeting. Approval will be by majority vote of those present and voting.
2. The Treasurer may adjust budget lines as needed throughout the year to meet Club obligations as long as the budget adjustment is less than \$200. Adjustments greater than \$25 will be brought to the Executive Committee for approval.
3. Any proposal involving the non-budgeted expenditure of two hundred dollars (\$200) or more shall be presented in writing to the Executive Committee. Upon approval by the Executive Committee, the

proposal shall be presented at the next regular meeting of the Club. Approval will be by majority vote of those present and voting.

4. The President or the President's designated representative and a Delegate may be reimbursed for registration expenses for attending Shenandoah District meetings. A Club Officer attending in lieu of the President may likewise be reimbursed.
5. The President or the President's designated representative and a delegate may be reimbursed for lodging expenses for attending the VFGC Convention. A Club Officer attending in lieu of the President may likewise be reimbursed.
6. The outgoing President may be presented with a VFGC Life Membership purchased by the club. Treasurer. If already holding membership, a donation will be made to the District Scholarship Fund.
7. In the event of the death of a member, a donation may be made to a cause of choice in their memory.
8. Members leaving the Club may subscribe to the newsletter for \$20.00 per year.
9. Financial records shall be provided for audit within 60 days of the close of the fiscal year.

## **MEETINGS**

1. Regular meetings shall be held on the third Thursday of each month. Meetings begin at 1:00 p.m. to include a social hour, program and business meeting.
2. All exhibits (Design and Horticulture) shall be in place NOT LATER THAN 12:45 p.m. Exhibits arriving later than 12:45 will not be judged.
3. Judging will commence as soon as Classification is complete.
4. Members must notify the host if they are unable to attend a meeting. This shall constitute an excused absence.
5. Members must notify the host if they are bringing a guest to the meeting.
6. The host will provide a list of members who provided a notification of their absence to the Recording Secretary.
7. When requested, the Madison Garden Club shall host the Shenandoah District meeting following Shenandoah District guidelines.

## **AMENDMENTS**

1. The Standing Rules shall not be in conflict with the Madison Garden Club Bylaws and may be amended at any regular or special meeting of the Club by a two thirds (2/3) vote OR a majority vote with previous notice of the proposed amendment in a special Call letter. Amendments shall become effective immediately upon their adoption.

Adopted: April 18, 2013

Revision 1: November 19, 2015 (Job Description of Standing Committees, Number 14, Items a & c)

Revision 2: March 17, 2016 (Job Description of Standing Committees, Number 17, Items c, d, e, & f)

Revision 3: May 17, 2018 (Major revisions to Committees, Delegates and Finance)

Revision 4: Feb 6, 2019 (Committees, Emergency Cancellation of Meetings)

Revision 5: Oct 17, 2019 (Meetings, Item 3, judging time)

Revision 6: Feb 20, 2020 (Awards for Design & Horticulture; Donations in Memorium (Finance))

Revision 7: Jul 7, 2020 (Awards for Design & Horticulture)

Revision 8: Sep 7, 2020 (Finance; Provision for Subscribing to Newsletter)

Revision 9: Feb 15, 2024 (Emergency cancellation of meeting, Item 2, inclement weather)

Revision 10: May 16, 2024 (Add Botanical Arts as a separate category for Club awards)