



Appendix to the BYLAWS  
of the Loch Lloyd Home and Garden Club  
revised October 31, 2022

As stated in the Loch Lloyd Home and Garden Club Bylaws (Article IX, Section 3), the regular standing committees shall be Archivist, Auditing, Budget, Bylaws, Care and Concern, Communications, Community Beautification, Conservation and Bluebird, Field Trips, Fundraising, Home and Garden Tour, Membership, Nominating, Philanthropy, Plant 411, Program, and Social. Each February the Board members will review their areas of responsibility per the Bylaws and also review responsibilities of each committee, ensuring the overall mission and policies of the LLH&GC are achieved. Concurrently in January/February, the Vice President will be working with the committee chair(s) to review and potentially update committee descriptions. The Vice President is the liaison between committee chairs and the Board and will attend committee meetings when possible. If any officer duties or committee descriptions change, the Board will notify the Bylaws Committee so they can take appropriate action per the Bylaws. The Board will also inform the Communications Committee of any changes to the Appendix.

The Board will provide any chairs of new committees with a LLH&GC binder containing pertinent documents and information to assist them in carrying out their duties. Each committee is asked to add any forms/reference sheets that the committee has used to plan, implement, or make their committee work easier, along with contact information and names of individuals they work with. It is the responsibility of the committee chair(s) to ensure the binder is up-to-date whenever it is passed along to a succeeding chair. Committee chairs are asked to mentor their replacement(s).

### Archivist Committee

This committee was formerly known as the Historian Committee. Its duties include:

- Responsible for keeping a yearly visual record of the LLH&GC activities, which includes procuring or taking photos at meetings, on field trips, and at other activities.
- This record is to be placed in a scrapbook or on a computer, and may consist of the photographs, pictures, flyers, handouts, and other documentation of projects, speakers, and monthly LLH&GC meetings.
- Digital photos are taken, edited, and stored online.
- This committee will occasionally solicit from all LLH&GC members input of items to be

archived and will work closely with the Communications Committee so that stored archival information can be shared in club communications, publications, on the LLH&GC website, etc.

### Auditing Committee \*

This committee shall consist of 1-2 members, at least one of whom preferably has auditing and/or accounting knowledge. Although considered a standing committee of LLH&GC, the members of this committee are appointed each November by the President for a term of one year that encompasses the following calendar year. Members may be reappointed.

- Responsible to work with the Treasurer to audit financial records each January and, if called upon by the Board, at other times in the year. See Bylaws, Article VIII, Section 4.
- Provide the Board with a written statement of audit results after each audit.

### Budget Committee

- In December, the Budget Committee requests that committee chairs submit the proposed budget for their committee for the next calendar year, which includes needs, items, and the estimated prices. These proposed budgets are due by December 31 to the Budget Committee.
- In January, the Budget Committee meets and reviews requests. When agreed upon, the Budget Committee has the Communications Committee send the proposed budget to the Board and all committee chairs for review, questions, and/or comments. The income portion of the Budget – i.e., the total amount of funds available – is based on total dues received by January 31. The Program Committee amount is determined by (1) the estimated number of paid speakers times the number of meetings that year and (2) an average décor expense. The Care and Concern Committee amount is decided by what was spent the previous year. The other committees' budgets can vary based on their needs.
- In February, the final budget is submitted for approval to the Board and the committee chairs for approval. The Board has final say when there is a dispute.
- If the Board or a Board member requests a special miscellaneous fund for a non-committee expense to be included in the budget – the request must be in writing and state the purpose and the amount needed with itemized expenses – the Budget Committee will meet to vote on this request and make recommendations for its funding. The Budget Committee has a form to be used for such a request.
- The Budget Committee is asked to work with all chairs as needed in order to assure a smooth process.
- The committee will work with the Treasurer to prepare a view of current-year expenditures compared to the budget by December of each year.
- Items not budgeted or unexpected expenses will be reviewed by the Budget Committee and/or the Board according to our Bylaws. The Budget Committee may recommend to the Board that a Fund-raising Committee be established to raise money to meet any shortfall.
- As recommended or needed, the Budget Committee consults with the Fundraising Committee to approve expenses associated with new fundraising projects.

### Bylaws Committee

- Oversee amendments to the LLH&GC Bylaws. Receive recommendations of Bylaw changes from the Board or from club members. Discuss and, where an amendment is valid, make a recommendation to the Board as to the need for the change. This recommendation includes whether a change warrants voting by the full membership or by the Board only.
- Make recommendations for changes to the LLH&GC in accordance with the Bylaws.
- Notify the Board of any discrepancies between the Bylaws and the Appendix when changes to one document may affect the other. Make a recommendation on how the Bylaws and/or Appendix should be changed.
- Once a Bylaw is changed whether by a vote of the membership or by simple editing, the chair will inform the Communications Committee so that the published Bylaws can be updated.
- Aid the President and the Board by reminding them of responsibilities and timing of duties included within the Bylaws.

### Care and Concern Committee

- Use e-mail to notify LLH&GC members of any of the occurrences listed below. For those without e-mail, notify LLH&GC members by phone. Notices are sent for current LLH&GC members only.
- It is important that a committee member receive permission from the member involved, prior to sending out the emails.
- In the case of a serious illness of a member, a card is sent from the LLH&GC.
- In the case of hospitalization of a LLH&GC member, send appropriate remembrance (in lieu of flowers, may send book, plant, note paper, etc.) from LLH&GC (not to exceed \$65.00).
- In the case of a serious illness of a spouse, a card is sent from the LLH&GC.
- In the case of the death of any LLH&GC member or spouse, send appropriate memorial (flowers, charitable donation, etc.) from LLH&GC (price not to exceed \$70.00).
- In the case of the death of a parent, child, or grandchild of LLH&GC member, a card is sent from LLH&GC.
- If an emergency situation makes email communication impossible, this committee will make calls to members, as directed by the President.

In all cases above, the committee encourages members to send individual cards.

### Communications Committee

The Communications Committee shall be responsible for:

- Monthly meeting invitation
  - Working with the Program Committee each month to design the EVITE invitation for the upcoming meeting – including topic, speaker(s), luncheon menu, and RSVP deadline. Sends a draft EVITE to the Program Committee Chair(s) for approval. After approval, sends the EVITE to all current LLH&GC members by the 15<sup>th</sup> of the month prior

to that meeting, with a reminder EVITE sent several days prior to that meeting's RSVP deadline.

- Tracking Evite RSVP's
- Coordinating final numbers with and providing a formatted attendee list to the Membership and Program Committees. (This information helps the Program Committee in providing correct numbers of attendees and lunches to the Loch Lloyd Country Club personnel. The list is also used to check in members at the meeting and for accurate billing of the attendees having lunch.)
- All-member master of the Club Roster
  - Maintaining and updating the master club roster and committee lists
  - Posting the current lists on the Loch Lloyd Home and Garden Club Website
- All member communications
  - Reviewing and distributing all-member communications, including the following:
    - Announcements of upcoming field trips, events, speakers, and meetings
    - Any committee or Care and Concern announcements
    - Important news and updates as requested by the Board or committee chairs
  - Distributing the Minutes and Treasurer's Report so they can be reviewed by the total membership, and voting to approve will be at the next general meeting
  - Utilizing the website to post photos and information about recent activities and field trips
  - Reviewing and publishing informative articles relevant to the mission of the LLH&GC and in keeping with the goals and values of the club which may be submitted by any member
- Additional Responsibilities:
  - Ensuring that all emails and publications represent the "brand image" of the club.
  - Maintaining permanent copies of communications as deemed necessary for historical purposes.
  - Providing expected expenses for the upcoming year when requested by the Budget Committee.

### Community Beautification Committee

The primary responsibilities are for the Tranquility Garden, the Civil War Cemetery, and the Deer Sculpture area as follows:

- Increase Community awareness of the Tranquility Garden by informing the Loch Lloyd Community of World Labyrinth Day. Encourage residents to visit the gardens the first Saturday in May each year.
- Several times a year, or as needed, the Beautification Committee will create an email requesting all club members to help maintain the Tranquility Garden, Civil War Cemetery, and Deer Sculpture areas. The email will be forwarded to the Communication Committee for distribution to the membership.
- Coordinate and work with the South Loch Lloyd HOA manager, [Manager@lochlloyd.hoa](mailto:Manager@lochlloyd.hoa), who oversees the mowing, watering of the Tranquility Garden, and placing and removing the pump from the lake. The watering of the Tranquility Garden is on a timer, and any

watering issues must go through the Loch Lloyd South HOA Manager. The LLH&GC agrees to not add any new features to the Tranquility Garden that would require on-going maintenance by the South HOA.

- Create an annual budget for the LLH&GC. The budget will include, but is not limited to, expenses for mulch, fertilizer, weed control, irrigation repairs or replacement parts, fence and sculpture maintenance, and planting materials including flowers, shrubs, and tree replacements.

### Conservation and Bluebird Committee

- The first week in April, the Bluebird Committee volunteers meet in the parking lot of the Country Club where teams of two are assembled. Trails are assigned to each team. A worksheet is provided by the chair for recording and tracking what is in each bird house.
- Each week, usually Monday morning, the teams check the houses and record activity.
- The chair combines information from each team, updating the record worksheet which is returned to the team to see the progress in activity.
- At the end of the season, all bird-by-species activity that has been recorded is compiled, and a form is mailed to the Missouri Bluebird Society (MOBS) at PO Box 105830, Jefferson City, MO 65110. Communications are via e-mail at [admin@birds-i-view.biz](mailto:admin@birds-i-view.biz). The recorded bluebird activity of all bluebird teams across Missouri is compiled by MOBS and shared with the National Bluebird Society.
- At the end of the season, the group checks and makes repairs on any house needing it and relocates any houses that need to be moved. The Golf Superintendent buys needed repair materials and furnishes an associate to help with any repairs and moving any houses. Any materials not provided by the Golf Superintendent are purchased by the Committee using the current Budget amount.

### Field Trips Committee

- Research, plan and arrange several field trips per year. The LLH&GC doesn't meet in January or July, so field trips may especially be considered for these months.
- We encourage members to present ideas for any field trip they would like to be considered – i.e., public gardens, growing fields, vineyards, home design, home tours, or special homemaking presentations.

### Fundraising Committee \*

This committee is staffed as needed to raise money for LLH&G Club projects or for expenses that go beyond the regular budget of the club. It is not used for philanthropy projects, and it is generally separate from the Home and Garden Tour Committee's fund-raising.

- When a need for additional money is recognized by the Board in order to fund a new project or to pay for a large expenditure – such as irrigation needs – which cannot be met with the current dues income, the Board will appoint one or two members of the club to chair a Fundraising Committee to raise money for that project or expense. The chair(s) will recruit additional committee members.
- Ideas for raising funds will be gathered and analyzed by the committee and reviewed with

the Treasurer to establish the viability of the fund-raising effort.

- The project will then be presented to the Board for approval. If approved, the committee will go forward with the project, including the recruiting of volunteers to accomplish the fund-raising.
- When that fund-raising effort is complete, the committee is thanked by the Board and excused from service.

### Home and Garden Tour Committee \*

Though included in the standing committees, this committee is responsible for planning and executing a specific Home and Garden Tour. This Tour is a special project of the LLH&GC held periodically with the goal of all LLH&GC members participating to raise funds for a selected charity. A Home and Garden Tour generally takes place every third year in the spring, with at least a year of preparation in advance.

- When the next tour is scheduled, the chair or co-chairs need to be appointed by the President and in place by February of the previous year and all sub-committee chairs in place by May of that year so that a full year is available for planning. The overall duties and goals of the committee will be developed by the Garden Tour Committee Chair(s) and the Board, working in conjunction.
- Several sub-committees will be formed by the Home and Garden Tour Committee Chair(s) to handle the details with members. The Board will aid the chair in selecting co-chairs of each of these sub-committees.
- The chair will establish a budget and present it to the Board for approval and then make every effort to work within the approved budget.
- At the end of a Tour, the chair will document the experience of his/her committee and all the sub-committees in order to pass along procedures, forms and materials used, things that worked/didn't work, budgeting and related challenges, etc. for the next Tour Committee.

### Membership Committee

The Membership Committee shall be responsible for the following duties:

- Promoting the LLH&GC and seeking out or following up on leads for new club members, especially as new residents move into the Loch Lloyd neighborhood. Directing potential members to the website as most sign-ups for membership are done on the website now.
- Working with the Communications Committee and the Treasurer to follow up on new members who sign up online, including making recommendations on any form or procedure changes as needed.
- Sending a card or email to each new member to welcome him or her to the club and to provide information about meetings, the website, committee opportunities, name tags, etc.
- Providing a paper copy of the New Member form to a potential member who cannot use the computer/website to sign up. This may include following up to get the completed form and dues check to the Treasurer.
- Ordering name tags for all new members or for members who have lost theirs and pay for a replacement.
- Welcoming all new members at their first monthly meeting. The new members will be introduced to the full membership, generally by the Membership Committee chair asking them to introduce themselves. This includes following up for two additional meetings to help them get integrated into the club and may involve reserving seats at the meeting.

- Prepare for the monthly meeting before the meeting date by:
  - Notifying the Program Committee of any special table needs. Generally there is one long table in the foyer and two long tables just inside the left-hand doors into the room.
  - Recruiting Membership Committee members to host at the meeting. Needed are two at the Welcome Table in the foyer and two at the Guest/Name tag table inside the meeting room plus an optional one to two committee members to guide attendees to the inside table or to circulate to welcome members and guests.
  - A day or two before the meeting, coordinating with the Communications Committee to develop sign-in sheets for the Welcome Table for that monthly meeting.
- Preparing for the monthly meeting on the day of the meeting by:
  - Arriving early to set up the Welcome table with the sign-in sheets/pens to check attendees in.
  - Setting up the Guest/Name tag table by preparing book for guests to sign, laying out extra name tags, and writing name tags for new members expected that day.
  - Seeking out and greeting new members who are attending their first, second and third meetings as a member. This includes helping them find a seat, introducing them to other members, and discussing their introduction during the business meeting. Notifying the club of changes in actual attendance that affect the lunch count at the current meeting.
- During the monthly meeting, notifying the Program Committee of changes in actual attendance that affect the lunch count at the meeting.
- Possibly holding one to two meetings a year of the committee members to review procedures, sign up to work meetings, etc.
- Assisting the President and other Board members as needed regarding membership.
- Keeping the Membership Committee binder up-to-date with attendance lists, etc. Making sure the binder is complete whenever there is a planned change in the chair of the committee.

### Nominating Committee \*

This committee is responsible for nominating candidates for the offices of President and Treasurer and for Vice-President and Secretary as laid out in the Bylaws, Article VI.

- The Nominating Committee Chair will be appointed by the President before or at the October meeting. The President and the Nominating Committee Chair will complete the Committee by adding two other members at large. The Nominating Committee shall serve for 12 months, from appointment in October to the following October.
- The Nominating Committee will request persons interested in serving as an officer to contact members of the committee by October 15. The committee will give any interested candidates a copy of the officer's duties from the Bylaws.
- The Nominating Committee shall select one person for each office to be filled. The slate will be presented to the President by November 1 and to the members at the November meeting for consideration and then again at the December meeting for a vote.
- If any officer vacates her office before his/her term expires, the Nomination Committee shall submit recommendations to the Board to fill that office. The Board will confirm (or deny) the recommendation by a simple majority vote and notify members.

### Philanthropy Committee (formerly the Garden Therapy/Charity Committee)

This committee is responsible for recommending area charities to be highlighted to the LLH&GC membership. They will plan and organize how money or items may be donated or how the club members might participate in hands-on projects. An average of one project a quarter will be presented.

- Generate or receive ideas from club members for charitable giving or projects.
- The committee will vet all potential recipients using the guidelines that have been established by this committee.
- The projects and the plan for which monthly meeting they will be presented will be given to the Board for approval. If approved, volunteers will go forward with the project.

### Plant 411 Committee

- The Plant 411 Committee provides an exchange of information about plants and organizes plant exchanges to committee members. It is essentially a text group that notifies each other about such things as plant care, sales around the city, plants that a member has extras of, and more. It provides a forum to ask and give answers to each other about gardening.
- The committee chair(s) will occasionally remind the LLH&GC membership to sign up if they are interested in participating in the committee. Interested participants are added to the text group by the chair(s).

### Program Committee

The Program Committee is responsible for the monthly Programs of the LLH&GC. ["Chair" refers to "co-chair" when two people chair this committee.] Responsibilities include:

- Establish a speaker/program/theme, menu, and table décor. [The February program will include honoring any former Board members (who left office January 1) and introducing the new Board members.]
- Provide direction and oversight to the committee member(s) decorating the tables.
- The chair (or her designated "Lead Person") is responsible for initial contact with speaker and sending the initial confirmation letter and/or email with time, place, date, and speaker fee.
- Reserve lunch for the speaker(s), seat them at the Lead Table, and ensure reservations are made through Evite. Any questions may be directed to the Communications Chair.
- Discuss with the speaker what equipment they need – audio or any other items/props. If they need a projector, microphone, or any other audio equipment, make sure it is set up and checked the day before. Arrange for a microphone for the business meeting.
- Notify the speaker by phone if the meeting is cancelled, and confirm cancellation with the Vice President.
- Confirm with the speaker two days prior to the meeting.
- Notify the Treasurer if the speaker will be staying for lunch so that the club will cover that expense.
- Follow up with a thank-you note or email.

DAY OF MEETING, the Chair will:

- Meet with the Treasurer prior to the meeting to get the check for the speaker. There is a variable speaker fee. This fee is not to exceed the budgeted amount without prior approval from the President.
- Meet the speaker in lobby at a prearranged time.
- Make sure they have everything they need.
- Seat them at your table for lunch.
- Introduce them to the membership.
- Walk them out when they are ready to leave.

The Program Chair will relay speaker needs and coordinate the event with the Food & Beverage associates and the Club's Events Coordinator. Any communication with The Country Club at Loch Lloyd and staff for the arrangement for any LLH&GC activities or events must go through the Program Committee Chair.

The Program Committee will work closely with the Communications Committee which is responsible for the Evite, receiving RSVPs, and giving the Program Committee attendee/lunch numbers and a formatted attendee list

### Social Committee \*

This committee is responsible for the planning and execution of an evening or Happy Hour social gathering when decided upon by membership, generally once or twice a year except in the year the Garden Club Tour is held; in that year a social gathering is optional. Participants are LLH&GC members and possibly spouses. No budget is planned as the members would usually pay a set fee or have a cash bar.

*\* While the duties of standing committees are generally on-going, the committees marked with an asterisk (\*) are limited-timeframe committees organized to accomplish their specific task or event. Though the chair(s) of such a committee may be asked again and re-appointed to head the committee for the next time period, the committee is not continuously functioning like the other committees in this list. However, these committees function repeatedly, whether on an annual basis, every three years, or occasionally. These committees are not the "special committees" mentioned in the Bylaws (Article IX, Section 1).*