

STANDING RULES

1. COMMITTEES

All Committees will:

1. Work at the discretion of the Governing Board and by direction of the Governing Board.
2. Have Chairperson appointed by the President and approved by Executive Board.
3. Work within the budget set by the Governing Board.
Any item or repair costing more than \$100 must be approved prior to purchase.
4. Accept other duties as decided by the Governing Board.

Building and House Committee

This committee maintains structural integrity of the building and supervises any needed repairs

1. Maintains appliances, furnishings and supplies
2. Establishes house and kitchen rules with approval of the Governing Board
3. Responsible for removal of trash.
4. Makes recommendations to the Governing Board of any needed repairs, changes, etc.

Bylaws and Standing Rules Committee

1. Reviews MRGC Bylaws and Standing Rules on yearly basis.
2. Prepares any Bylaw changes to be addressed at the Annual Meeting and presents to membership as stated in Article X of MRGC Bylaws.
3. Prepares any Standing Rules changes and submits for approval by Governing Board.

Finance Committee – This committee handles all MRGC funds and distributes into various accounts. Members are Vice President, Treasurer, and Assistant Treasurer

1. Prepares and manages budget
2. Manages rental business
3. Submits data for IRS filing
4. Arranges for annual audit of books

Fundraising Committee

1. Plan and implement any fund raising activities approved by the Governing Board.
Examples of fundraising activities anticipated are: raffles at monthly meetings, tag sale, card party, garden tour, flower arranging demonstrations and workshops, etc.
2. Coordinates any FFGC/NGC fundraising activities, such as Penny Pines, Coral Reef Restoration.

Flower Show – This committee plans and implements any flower show presented by the club.

1. Coordinates with President to set date, scope, site, and budget for flower show.
2. Refers to NGC Flower Show Handbook for additional duties.

Giving Challenge

MRGC has participated in the bi-annual Giving Challenge coordinated by Community Foundation of Sarasota.

1. Coordinate with Community Foundation of Sarasota to register MRGC as a participant.

2. Obtains needed financial documents to participate in fundraiser from Treasurer
3. Promote event to club members.

Grounds Committee

1. Responsible for maintenance of clubhouse grounds. This includes landscaping, ground over, irrigation, walks, parking lot, and exterior lighting.
2. Hires grounds service personnel and supervises their work.
3. Encourages members to help with garden maintenance.

Hospitality Committee

1. Coordinates and assists with monthly lunch committee.
2. Coordinates with the Program Committee to provide refreshments at selected events.

Membership Committee

1. Maintains membership records and data.
2. Coordinates new member orientation.
3. Prepares District and State membership reports.
4. Coordinates MRGC name tags.
5. Distributes Yearbooks.
6. Represents and promotes MRGC at outside events.
7. Coordinates mailing of greeting cards to members as needed.

Programs Committee

1. Plans and coordinates all programs, workshops, and field trips
2. Arranges for payment or gift for speakers as needed.

Rental Committee

1. Hires and supervises Rental Agent and Rental Attendant
2. Hires and supervises Custodial personnel.
3. Coordinates rentals with Rental Agent
4. Coordinates cleaning before and after rentals and other events.

Scholarship Committee

1. Promotes scholarship opportunities available to youth in the community
2. Coordinates any scholarship programs approved by the Governing Board.

Communications

1. Facebook Chairman posts entries for club programs, events, and other garden-related material on Facebook.
2. Instagram Chairman posts entries for club programs, events, and other garden-related material on Instagram.
3. Newsletter Chairman creates monthly newsletter and sends to members.

4. Publicity Chairman promotes garden club activities and events. Prepares news releases for distribution to the media.
5. Webmaster designs and maintains club website.
6. There shall be no advertisement of for-profit organizations or products on our sites.

2. NEW MEMBER POLICY

- a. New members must complete an “MRGC New Member Application Form” and submit it along with appropriate dues.
- b. If a member belongs to more than one FFGC club, they should indicate a primary club. The primary club is responsible for paying the FFGC dues for that member. If MRGC is NOT a member’s primary club, the member does not pay FFGC dues when submitting dues.
- c. If a new member applies for MRGC membership between January 1 and April 15, the membership will be processed, but the FFGC membership form and dues payment will not be submitted until the renewal time of April 15. The new member will not have benefits of belonging to FFGC until after April 15. These benefits include access to the “Members’ Only Section” on the FFGC website, *The Florida Gardener* - FFGC newsletter, and any other FFGC member benefits. This policy will be explained and the member may elect to become an FFGC member immediately, but will be required to pay dues again at renewal time.

3. MEMBERSHIP RENEWAL POLICY

- a. To renew membership, a member must complete the MRGC Renewal Form and pay dues by April 15 of each year.
- b. Renewal Forms are distributed at monthly meetings prior to April 15 and mailed to any member who has not been present at one of those meetings.
- c. Dues are established each year by the Board of Directors.
- d. The Membership Chairman must prepare a summary of required data and submit it to FFGC by May 1 of each year with payment of FFGC dues.

4. MEMBER CLUBHOUSE RENTAL POLICY

- a. The Member must be a member of MRGC for two (2) full years before receiving a discount rate on a rental contract.
- b. The Member must contact the Rental Chairman to complete the application and discuss the discount.
- c. The Member must be in good standing; being up-to-date on dues and having served on a committee during the 2 years.
- d. The Member will be the Host for the event and the event can only be for Member’s spouse, parents, children, or grandchildren.
- e. If all requirements have been met, the Member shall be entitled to the club member discount.
- f. Security Deposit is waived.
- g. Event insurance must be obtained.

- h. The discount at the present time is 50% of the rental fee at the time of signing the contract.

5. HOSPITALITY COMMITTEE POLICY

- a. All members are required to serve on one monthly luncheon committee each year. Members may request a specific month to be a hostess or will be assigned a month.
- b. A Committee Chairman for each month's luncheon will be responsible for contacting the members on their assigned team to plan menu and decorations.
- c. If unable to fulfill this responsibility, the member must find a replacement to serve on the committee and notify the Committee Chairman.

6. GUEST ATTENDANCE POLICY

- a. Members are welcome to invite family and friends to attend monthly meetings and luncheons.
- b. A guests is permitted to attend two meetings each club year, but after that, membership is required to continue attending MRGC meetings.

7. GIFT AND MEMORIALS POLICY

- a. A FFGC Life Membership shall be purchased by MRGC in honor of each President of the Club at the end of her term. When two members share the responsibility of President by serving as Co-Presidents, the Club will purchase a Pillar of Pride for each of the Co-Presidents at the end of their term.
- b. A commemorative brick will be ordered by the Governing Board and installed when a member of Manatee River Garden Club has died and their membership has been more than one year.

8. CONFLICT OF INTEREST POLICY

The Conflict of Interest Policy is intended to protect the Corporation's interests, is designed to help directors, officers and employees of Manatee River Garden Club, Inc. (MRGC) identify situations that present potential conflicts of interest and provides MRGC with a procedure that, if observed, will allow a transaction to be treated as valid and binding even though a director, officer or employee has or may have a conflict of interest with respect to the transaction.

- a. Definition of Conflicts of Interest - A conflict of interest arises when a person in position of authority over the Corporation may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons.
- b. Persons of Authority - Only one family (defined as parent, child, sibling, spouse) may serve as an MRGC Officer during the same period of time.
- c. Individuals Covered - Persons covered by this policy are the Corporation's Officers, Board of Directors and employed office staff.
- d. Facilitation of Disclosure - Persons covered by this policy will annually disclose or update their interests that could give rise to conflicts of interest (such as list of family

members, substantial business or investment holdings and other transactions or affiliations with businesses and other organizations or those of family members. This disclosure should be in writing to the MRGC President: Grants and Scholarships Chair and MRGC Treasurer. In the solicitation of bids, it is mandatory that any relationships to those persons/companies submitting bids be disclosed.

- e. Procedures to Manage Conflicts - Interests disclosed to the MRGC President; Chairman of Grants & Scholarships and Treasurer will be reviewed and a determination made whether to (a) take no action; (b) assure full disclosure to the Board of Directors and other individuals covered by this policy; (c) ask the person to recuse oneself from participation in related discussions or decisions within the Corporation; or (d) ask the person to resign from the position in the Corporation or, if the person refuses to resign, become subject to possible removal. The Corporation's President, Chairman of Grants & Scholarships and Treasurer will monitor proposed or ongoing transactions for conflicts of interest.

10. POLICIES OF MRGC, INC.

MRGC is committed to incorporating the values of Diversity, Equity and Inclusion in the governance and operation of this Corporation.

- a. **NON-DISCRIMINATION POLICY** It shall be the policy of the Manatee River Garden Club, Inc. to provide equal membership/employment/service opportunities to all eligible persons and to administer personnel policies and practices in accordance with all applicable laws. We do not discriminate on the basis of race, ancestry, creed, religion, color, personal appearance, national origin, citizenship, age, sex, sexual orientation, marital status, parental status, family responsibilities, the presence of any sensory, physical or mental disability, intellectual disability, learning disability, matriculation, membership in any labor organization, lawful source of income, political affiliation, or political ideology.
- b. **ANTI-HARASSMENT POLICY** – Manatee River Garden Club, Inc. committed to maintaining an environment that is free of harassment. Accordingly, the Manatee River Garden Clubs, Inc. will not tolerate harassment of any of our members, employees or others present at our facilities or events by anyone, including any supervisor, co-worker, vendor, client or customer of Manatee River Garden Club, Inc.
HARASSMENT consists of unwelcome or unwanted conduct, whether verbal, physical or visual, that is based upon a person's protected status. Examples of unlawful harassment include words, gestures, stories, jokes or nicknames that are derogatory, demeaning or insulting to a person based upon his or her race, national origin, sex, disability, age, religion or other protected attribute. Sexual harassment deserves special mention. Sexual harassment consists of: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment/membership, (2) submission to or rejection of such conduct by an individual is used as the basis for employment/membership decisions affecting such individual, or (3) such conduct has the

purpose of effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile or offensive work environment. Examples of sexual harassment may include, but are not limited to the following conduct by any employee/member, whether male or female: Unwanted sexual advances or propositions, offering employment/membership benefits in exchange for sexual favors, making or threatening reprisals after a negative response to sexual advances, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", jokes about gender-specific traits, making sexual gestures or comments, displaying sexually suggestive objects, pictures, cartoons or postures, impeding or blocking another's movement, physical contact, such as patting, pinching, or brushing against another's body, and continued requests for a date after rejection.

- c. **WHISTLE BLOWER POLICY** – Manatee River Garden Club, Inc. is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers or members. This policy outlines a procedure for members to report actions that a member reasonably believes violates a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to Manatee River Garden Club's business and does not relate to private acts of any individual not connected to the business of Manatee River Garden Club. If a member has a reasonable belief that a member has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the member is expected to immediately report such information to the MRGC President. If the member does not feel comfortable reporting the information to the MRGC President, he or she is expected to report the information to the First Vice President. All reports will be followed up promptly, and an investigation conducted, in conducting its investigations, Manatee River Garden Club will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

Manatee River Garden Club may take disciplinary action (up to and including termination of membership) against a member who in the Board's assessment has engaged in retaliatory conduct in violation of this policy. Board members will be trained on this policy and Manatee River Garden Clubs' prohibition against retaliation in accordance with this policy.

- d. **VISITORS TO THE MRGC BOARD OF DIRECTORS MEETINGS** - Visitors in attendance at an MRGC Board Meeting must sign in with the Secretary prior to the Call to Order. Non-members of the Board of Directors may speak by invitation of the Board of Directors. A visitor may not vote on any issue since they are not a member of the Board of Directors.
- e. **PHOTOGRAPHY** - By becoming a member of Manatee River Garden Club, the member's image or likeness may be used in social media posts and other publications, without compensation, right to inspect or approve. If a member does not want to be included in a photo, member should remove himself from the setting or tell the photographer.

- f. All MRGC Policies are on file at the clubhouse.

AMENDING THE STANDING RULES

The Bylaws of MRGC govern the structure and operation of the Corporation. MRGC Standing Rules amplify the Bylaws, clarifying procedures and practices followed in carrying out the Corporation's activities. Standing Rules are more flexible and can be created, amended or stricken after presentation by the Bylaws Committee to the Board of Directors followed by a majority vote of the MRGC Board of Directors.