

## **Policies and Procedures**

### **Five Hills Garden Club**

The club is governed by its established By-Laws, of which each member has a printed copy. The following statements are in addition to, but do not conflict with, the By-Laws.

#### Club Year

The club year shall run from July 1 through June 30.

#### Contracts and Agreements

No club member may, on behalf of the club, enter into a contract or agreement that obligates the club financially or makes it liable for a project, without prior approval of the Executive Board. The club President must sign all contracts.

#### Snow Days

If Fairfax County Public Schools are closed because of weather, club meetings (Executive Board or general meetings) are canceled. When a general meeting is canceled, the Program Chair is responsible for notifying the church, the guest speaker and the Hospitality Chair as soon as possible.

If there is a delayed opening of Fairfax County Public Schools, the meetings will be held on time.

#### Committee Chairs

Each committee chair is responsible for maintaining the committee's notebook. The notebook should contain the committee's responsibilities, past annual reports, and all pertinent information that will help the next committee.

#### Flower Show

The club holds a Standard Flower Show once every two years.

#### NCAGC Sponsored Schools

Four different schools are sponsored by the National Capital Area Garden Clubs. The schools are Flower Show, Landscape Design, Gardening Studies, and Environmental Studies. Each school consists of four courses, given at intervals of 6 to 12 months. For first-time students, the cost of attending an NCAGC Sponsored School may be reimbursed in accordance with the annual budget.

#### In the Event of a Member's Death

If a current member dies, a donation in the member's name is made to the NCAGC Scholarship Fund. The amount is determined by the Executive Board. In the case of the death of a member's spouse, an informal collection may be taken and forwarded to the selected charity.