**Policies and Procedures**

**Five Hills Garden Club**

**Revised: May 21, 2024**

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

Club Year

The club year shall run from August 1 through July 31.

The club officers shall assume responsibility upon their installation, except for the treasurer who shall assume duties at the beginning of the new fiscal year.

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 or held electronically. When a general meeting is canceled or held electronically, the Program Chair is responsible for notifying the church and the guest speaker as soon as possible. The President will notify the club when the meeting is being held electronically.

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 Flower Show every two years, alternating between a Standard Flower Show and a Club Show. A Standard Flower Show is judged and may be evaluated. A Club Show may be judged.

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 either the death of a member or a member’s spouse, an informal collection may be taken and forwarded to the selected charity.

Friends of Five Hills Garden Club

A Friend of Five Hills Garden Club is a former member in good standing that can no longer participate in club functions for such reasons as no longer living in the area or health issues. For a donation amount determined by the board each year, the Friend will be listed under this category in the yearbook and receive copies of the yearbook and the monthly newsletters.

Membership Responsibilities Waived due to Special Circumstances

In special circumstances such as illness, the Five Hills Garden Club Board may vote to waive membership responsibilities for a member.

Financial Review Report

The Financial Review Report should follow the guidelines provided by the NCAGC.