

CASSINA GARDEN CLUB, INC.

STANDING RULES

Approved by vote of the Board on May 7, 2015.

I. DUTIES OF OFFICERS

- A. The **PRESIDENT** shall preside at all meetings of the Club and perform the usual duties of that office. The President shall be an ex-officio member of all committees except the Nominating Committee and shall Chair the Garden Council Committee.
- B. The **VICE-PRESIDENT/PRESIDENT-ELECT** shall assist the President and perform all duties in his or her absence, shall be an ex-officio member of the Program Committee and serve as Chair of the subcommittee for the February meeting event.
- C. The **SECRETARY** shall keep accurate records of all Club and Board of Directors (hereinafter the "Board") meetings, provide copies of the minutes to the President and the Historian and shall disseminate all official Cassina correspondence.
- D. The **TREASURER** shall be the custodian of Club funds and make a financial report at all Club and Board meetings, be responsible for seeing that all necessary financial filings are made to satisfy tax and other governmental requirements and shall Chair the Finance Committee.
- E. The **ASSISTANT TREASURER** shall assist the Treasurer in the performance of his or her duties and shall function as Treasurer for club fundraisers.

II. COMMITTEES

There shall be the following Standing and Special Committees and such others as are needed to carry out the work of the Club. The Chair of each committee shall be appointed by the President; committee members shall be selected by the Committee Chair.

A. Standing Committees

- 1. The **AWARDS** Committee shall obtain and review available lists of awards from the Garden Club of Georgia and the Oleander District. It shall recommend to the Board awards to be submitted, and when so directed by the Board, take the necessary steps to apply for them.

2. The **CABIN MAINTENANCE** Committee shall be responsible for the condition of the cabins and shall report to the Board any structural or maintenance issues. The Chair shall obtain needed helpers for any special events at the cabins and shall arrange for workdays during the year.
3. The **CASSINA GARDENS** Committee shall be in charge of the gardens and shall report to the Board any issues concerning the grounds which need to be addressed. The Chair shall have the help of the members for regular garden work or any special project and shall coordinate the garden responsibilities of new members.
4. The **CASSINA COOKBOOK AND PRODUCT SALES** Committee shall be responsible for maintaining the financial accounts and physical inventory of all Cassina products sold through cabin sales, retail outlets and the website. The Chair shall submit a budget by July 1st to the Finance Committee for expenditures for the coming fiscal year. The Chair shall also receive and account for nominal donations (\$20 or less) to the Club. All other donations shall go directly to the General Operating Account.

Expenditures from the Cassina Cookbook and Product Sales Account shall be used for capital improvements and major repairs to the cabins and grounds as well as for any additions to or replenishment of inventory.

5. The **CHAPLAIN** shall give a devotional at each membership meeting.
6. The **COMMUNITY PROJECTS** Committee shall identify needs and carry out short-term projects in the community, for example, Hospice, Georgia History Day or other school programs.
7. The **DOCENT** Committee shall be responsible for opening the cabins to the public and for special tours. The Chair and committee shall train docents, schedule special programs and conduct historical research. The committee members shall keep a record of all items sold during the times the cabins are open to the public and shall give a monthly report of these sales to the Cookbook and Product Sales Committee. The Chair shall send all information on tours and special events to the Webmaster and the Newsletter Chair.
8. The **FIELD TRIP/WORKSHOP** Committee shall be responsible for planning and management of special trips and workshops for Cassina members. It shall complete the list of planned field trips for the next Cassina year and have obtained Executive Committee approval for said list by July 1st.
9. The **FINANCE** Committee shall be composed of the current and immediate past President, the current and immediate past Treasurer and the current and

immediate past Assistant Treasurer plus one member-at-large. This Committee shall be responsible for preparing a yearly budget to be presented at the September Board meeting. This budget shall include a total amount for each Standing and Special Committee as appropriate.

The Finance Committee shall review any financial transactions in excess of budgeted amounts. This review includes but is not limited to (1) major repairs and improvements to the cabins and grounds; (2) replenishment and replacement of cabin products; and (3) proposals for new cabin products.

10. The **GARDEN COUNCIL** Committee members shall attend the St. Simons Council of Garden Clubs meetings and keep the membership informed of all Council activities. The President shall Chair the Garden Council Committee.
11. The **HISTORIAN** shall keep a record of all the activities of the Club and shall collect and annually present to the Coastal Georgia Historical Society whatever materials are deemed appropriate by the Coastal Georgia Historical Society.
12. The **HOSPITALITY** Committee shall arrange to provide flowers and refreshments at each meeting and shall be in charge of all other special social occasions as directed by the President.
13. The **MEMBERSHIP** Committee shall receive all proposals for membership and all resignations. The Committee shall review all applications and report the numbers of prospective members and current membership to the Board at its May meeting. The Chair shall notify each new member of his or her acceptance. The Committee shall be responsible for orientation of new members. The Committee shall also be responsible for member concerns.
14. The **NEWSLETTER** Chairman shall write and produce the monthly newsletter in formats suitable for distribution to members.
15. The **PARLIAMENTARIAN** shall advise the President and Board on points of order.
16. The **PROGRAM** Committee shall complete a list of all programs for monthly meetings by July 1st. It shall be responsible for all activity related to the program for each monthly Club meeting and for the **February meeting event**.
17. The **PUBLICITY** Committee shall write reports of meetings, events and any other items of interest concerning the Club and its members and send the same to the media and to our Webmaster. Cassina **Photographer(s)** and the **News Librarian** shall be part of the Publicity Committee. The Photographer(s) shall take photographs of Cassina activities. The News Librarian shall keep a chronological file of print material featuring Cassina activities.

18. The **WEBSITE** Chairman shall be responsible for monitoring, improving and regularly updating Cassina's website and shall coordinate with the Treasurer to ensure that both the domain name and IPS service is paid annually.

B. Special Committees

1. The **CAPITAL IMPROVEMENTS** Committee shall be responsible for any duties related to capital improvements and restoration. There shall be a fundraising subcommittee and a Project Manager who shall be responsible for the onsite restoration activity and other duties necessary for organizing, promoting and completing capital improvement projects at the Cassina tabby cabins and grounds. Both the Chair of the fundraising subcommittee and the Project Manager shall report to the Board.
2. The **SPECIAL EVENT** Committee shall plan any holiday-related activities. The Assistant Treasurer shall handle all financial matters for this Committee.
3. The **GARDEN WALK** Committee shall be in charge of all aspects of the annual Tabby and Tillandsia Garden Walk. The Assistant Treasurer shall handle all financial matters for this Committee.
4. The **HISTORY AND ACQUISITIONS** Committee shall act as history consultant on purchases and non-monetary donations made for the cabins. Acquisitions, such as artifacts, and purchases shall require Board approval.
5. The **NOMINATING** Committee shall be composed of the immediate past President as Chair, the Membership Chair and three Active members who shall be appointed by the President. This Committee shall be appointed no later than the January Club meeting. The nominations shall be presented to and voted on by the membership at the March Club meeting.
6. The **YEARBOOK** Committee shall be responsible for the preparation, printing and distribution of the Yearbook to all members at the September Club meeting.

III. MEMBERSHIP GUIDELINES

All members (except Life members) must be full or part-time residents of Glynn County and be able to participate in the Club's activities.

A. Application for Membership

1. New members shall be welcomed into the Club in June and December of each year. Acceptance of new members will be in order of completion of the application process.

2. Sponsorship of a prospective member shall be available to Active members who have participated actively in Club projects and on Committees. Any member may be an Endorser.

B. Application Procedure

A prospective member shall attend an open meeting as a guest of his or her sponsor. The sponsor and prospective member will meet at the cabins with a representative of the Membership Committee to review the *New Member Handbook* and *Sponsor Guidelines*. At this time the prospective member may request and submit an application for membership. Applications shall be dated when they are received. The prospective member shall serve as a volunteer in one of the Club's fundraising projects, participate in the gardens or attend docent opportunities.

C. Requests for Reinstatement of Membership or Change of Status

1. Any member who resigned due to moving from Glynn County may, upon returning to the community, request reinstatement to the Club. Any member who resigned due to special circumstances may request reinstatement to the Club.
2. An Associate member may request return to Active status.
3. The option of switching to Associate membership will be available if the member previously participated actively for at least five (5) years.
4. All requests for reinstatement, return to Active status or switching to Associate status must be made to the Membership Chair in writing.
5. All other questions concerning membership will be handled at the discretion of the Executive Committee of the Board.

D. Responsibilities of Active Members Shall Be To:

1. Pay dues and participate in fundraising events as specified by the Board.
2. Attend at least three (3) monthly meetings.
3. Actively serve on a minimum of one committee.
4. Participate in garden work at the cabins on scheduled work days or at other agreed upon times.
5. Occasionally attend docent presentations at the cabins to remain familiar with cabin history.

NEW MEMBERS are expected to attend two docent presentations and work in the gardens on a regular basis during their first year of membership.

E. Membership Review

1. Participation shall be reviewed annually by the Membership Committee. The Membership Chair shall provide a report to the Executive Committee of the Board at the February meeting. The Membership Chair shall contact any member who has not fulfilled his or her responsibilities.
2. Any member who upon review has been found to miss consistently garden club meetings or has failed to participate actively in Club committee work and fundraising activities may have her membership revoked. Any member who has a special circumstance preventing full participation should contact the Membership Chair who will consult with the Executive Committee of the Board. Final determination of revocation of membership shall be at the discretion of the Executive Committee of the Board.

IV. RULES

- A. The rules contained in Robert's Rules of Order (Revised) shall govern in all cases where they are applicable and not inconsistent with the Club By-Laws.
- B. The Standing Rules may be amended by a two-thirds vote of the Board.

V. POLICY FOR USE OF CASSINA PROPERTY

The Cassina grounds leased from Glynn County and located north and south of Cassina deeded property may only be used as a public park and historic and cultural area for the benefit of and without cost to the public. With advance approval, overflow parking shall be allowed on the grounds in front of our fence for events taking place at Epworth By-the-Sea Retreat Center or Gascoigne Bluff. Within Cassina's deeded property, the Club may charge a fee or accept donations at Cassina-sponsored events.

These Standing Rules were revised and prepared for presentation to our Board on May 7th for a vote to accept the revised Rules.

Standing Rules Committee
Leslie Carlton, Chair
Anne Aspinwall
Dottie Fielder
Ruth Kolumber
Rebecca Yelverton
5/1/15