

## BERKELEY GARDEN CLUB, STANDING RULES

Revised May 18, 2010

### 1. Roster. Include these statements of BGC policy:

A. "Notice, the contents of this roster are not to be used for any private or personal uses other than Berkeley Garden Club business."

B. "Copies of the By-Laws and Standing Rules are available on the website <http://berkeleygardenclub.org>".

2. Bulletin. It is Club policy that the bulletin (when information is not directly related to the business of the Club, Bay Bridges and its affiliates, and CGCI) will only include announcements directly related to horticulture events such as lectures, clinics, workshops, etc. At the discretion of the bulletin editor and should space allow, other horticulture events may be listed in a "Garden Resources" section with a disclaimer stating that these are not sponsored by Berkeley Garden Club and that the Club receives no financial gain from the listing.

3. Membership. First year dues charged new members who are approved on or after February 1 shall be one half the regular yearly amount. Dues charged new members approved on or after May 1 shall be applied to the amount owed in the next year.

### 4. Board positions: In addition to duties listed in the By-Laws:

A. Membership shall, when an application for membership is approved by the Board, copy the application for the President/Co-President and the chairs of study groups and activities of interest to the new member.

B. Conservation shall suggest appropriate areas to be reforested by Penny Pines awards.

C. Publicity shall produce a brochure listing the year's meetings and speakers.

### 5. Special Committees:

A. Tour Committee shall arrange at least one tour each year.

B. Awards Committee shall be composed of three past Penny Pines Award recipients. This Committee may make as many Penny Pines awards as the Penny Pines fund augmented by applicable contributions allows; its decision is final. The Committee may also nominate individual Club members in recognition of their work and dedication to the purposes of the Club over a number of years for service and memorial awards. The Committee shall be responsible for the budgeting and distribution of scholarship funds.

6. Non-budgeted expenditures. Membership approval is required for all expenditures in excess of two hundred fifty dollars (\$250).