

# AUSTIN AREA GARDEN COUNCIL STANDING RULES

## I. VOLUNTEER SUPPORT

All AAGC member clubs are expected to supply volunteer service as needed to support the AAGC and ZBGC and their related activities.

## II. GIFTS AND MEMORIALS TO AAGC

- A. Designated gifts to AAGC will be presented to the Executive Committee for acceptance. Gifts so accepted will then be presented to the Board of Directors for approval.
- B. Any gifts in memoriam or honor of AAGC Club Members that involve structural changes or additions to Zilker Botanical Garden must go through the process established by ZBGC and Austin PARD.
- C. The AAGC Board of Directors shall select and approve individuals who have given exemplary service to the AAGC with their name on the Memorial Arch.

## III. AAGC USE OF THE AUSTIN AREA GARDEN CENTER

Under past PARD contracts, AAGC's usage has been as follows: No fees have been charged for use of the Garden Center by AAGC member clubs for one meeting and one board meeting each month, plus one flower show/sale per year which includes the auditorium, library, Greene Room and kitchen for a full weekend plus set up starting at 1:00 pm the Friday before the event until the Garden closes. Clubs needing additional time have been responsible for paying staff to stay the extra hours. The Travis County Master Gardener Association has not held a flower show, but instead hosted six educational programs each year on Saturday mornings in the auditorium. Four of these events annually have been scheduled during low visitor times in hot summer months, and the total number of hours used for these events does not exceed the full single weekend usage of the other clubs.

Under the ZBGC contract, building use guidelines are as follows:

- A. AAGC member clubs have access to the Garden Center without charge to the extent that the City has agreed to waive rental fees and setup and takedown fees for meetings, up to \$190,000 per year. ZBGC and AAGC shall cooperate to seek additional fee waivers in the future should that be necessary. Fee exempt usage events are as follows: Club meetings and club board meetings, AAGC Board and Committee meetings, club shows and educational events for which there is no charge with enough time for set up and take down.
- B. Each affiliated club may have one special event per year in the Garden Center, for example: Flower shows, sales, or fund-raising events. A fund-raising event shall be defined as: Any type of revenue generating activity using the Austin Area Garden Center building or grounds or staff - i.e. plant or bulb sales, art and craft sales, and programs for which admission is charged. This shall not include donations received during regular club meetings or the sale of calendars, cookbooks, note cards, plants, etc., sold throughout the year incident to regular club meetings.
  - 1. Current standing rules about club sales shall apply until FY 2020.
  - 2. Starting in FY20, apply 15% of profit generated by AAGC member garden club activities held in the Garden Center or ZBG to be paid to ZBGC for the operation, maintenance, and further improvement of the Garden Center and ZBG.
    - a) Net profit from a fund-raising event shall be defined as: Total income received by the club, including sales revenues, admission charges and donations received, less total cost of the event to the club, including cost of items sold.

- b) A financial report shall be submitted to the AAGC Treasurer within 7 days of the event, including expenses, revenues and net income.
  - c) Clubs will pay 15% of the profit from fundraising events as defined above within one month to Zilker Botanical Garden Conservancy.
  - d) If this presents a hardship to clubs with sales that have a maximum of \$1000 profit, AAGC shall work with ZBGC to reduce this burden, or pay the fee if there is enough money remaining in the AAGC budget.
- C. Application for club meeting dates and events should be made to the AAGC VP Operations by April 1 for the ensuing year, October 1 to September 30. Reservations shall be confirmed upon receipt of dues and reports.
- 1. When more than one club desires to meet at the same time, meeting room assignments shall be reserved according to the program requirements, average attendance of clubs, and tenure, in that order. Priorities shall be:
    - a. AAGC Member Club shows/sales, lectures, demonstrations and special events which are open to the public.
    - b. Meetings of member clubs
  - 2. If a club desires to substitute another time for a meeting, or a special event, the club will work with the VP Operations to select a substitute time. The substitute time shall be selected from times that are open, or an agreement must be worked out with another club that has been assigned that time for a meeting. The VP Operations will notify ZBGC staff of the change.
  - 3. Clubs must notify ZBGC staff two days in advance of a meeting cancellation. Failure to do so may incur a charge of one hundred fifty dollars (\$150.00) payable to ZBGC, who will report that the reserved room was not used to AAGC VP Operations.
  - 4. Clubs affiliated with the AAGC that require night meetings shall endeavor to schedule meetings on a night when an attendant is already engaged to open the Center for a scheduled meeting of another club.
  - 5. All Center equipment is available for use at the Garden Center for member clubs. All plans and details for special events should be discussed well in advance with the Building Manager.
  - 6. The clubs are responsible for leaving the building clean after each meeting, including the kitchen, and a laundering fee shall be paid for table covers when used. The Building Manager will notify the Vice President of Operations when clubs fail to follow this policy.

#### **IV. MEMBERSHIP**

- A. Annual Club dues shall be established by majority vote of the Board of Directors in the fall of each year.
  - 1. Membership is determined by the number of members on March 1, and dues are payable by April 1 of each year.
  - 2. In FY 2019, annual dues are \$10.00 per club member.
- B. Clubs are required to have a representative or an alternate representative at each council meeting.
  - 1. The VP Membership will determine from records kept at each meeting the clubs not represented for two Council Meetings and will report to the AAGC Executive Committee.
  - 2. The Vice President Membership will notify the unrepresented Club President that the club will forfeit its membership in the Austin Area Garden Council, according to the bylaws, if another absence is recorded during the operating year.
- C. Clubs shall submit to the AAGC President quarterly reports on their activities in the Garden Center, which shall include: volunteer hours, meeting topics and speakers, number of attendees and copies of any print publicity. AAGC will provide the report form for club representatives to complete.
  - 1. AAGC's financial and program year will be from October 1 to September 30. The first quarter of each fiscal year ends Dec. 31, the second quarter ends March 31, the third quarter ends June 30, and the fourth quarter ends September 30.
  - 2. These reports are due two weeks after the end of each quarter.

## **V. FINANCIAL**

A. Earnings from member dues and from the Permanent Endowment Fund will be used to pay for AAGC expenses, with the following exceptions:

1. The Frieda Bodine Caladium Fund consists of \$17,000 of the Permanent Endowment Fund. Interest earned from this amount shall be donated to ZBGC to purchase caladiums each spring for the Frieda Bodine Caladium Bed.
2. The AAGC Endowment Fund (formerly known as the Life Membership CD) consists of \$18,700 of the Permanent Endowment Fund. Earnings from this amount shall be donated to ZBGC for garden improvements or maintenance.
3. If funds remain after AAGC's operating expenses have been paid, a donation to ZBGC with Board of Directors' approval.

B. All requests for unbudgeted expenditures of five hundred dollars (\$500.00) or more, to be spent from any unrestricted Garden Council Fund, must be submitted in writing to the President of the Council, stating the purpose and justification for the expenditure. The President will then present the request to the Board of Directors for approval.

## **VI. AMENDMENTS**

These Standing Rules may be amended at any regular meeting of the Board of Directors where there is a quorum by a two-thirds vote of those present and qualified to vote. If adopted, the amendment becomes effective immediately, unless a different effective date is specified in the amendment.

## **VII. DUTIES OF OFFICERS**

Effective with the election in 2021, these are the roles and responsibilities of AAGC officers. Every four years, the current Executive Committee officers will review their roles and responsibilities, and then update these Standing Rules in order to provide the Nominating Committee with duties that reflect current needs and practices for its use in finding candidates willing and able to perform these duties. This review and update will be completed by the start of the first quarter of the Fiscal Year in which the election is to be held.

### **PRESIDENT**

The President shall act as the chief executive officer and spokesperson of the AAGC with the advice and consent of the Executive Committee, except when that responsibility is delegated to a Vice President.

The President shall:

1. Preside at all meetings of AAGC, the Executive Committee and the Board of Directors.
2. Serve as an ex-officio, non-voting member of the ZBGC Board of Directors and shall represent the interests, clubs and mission of AAGC to that Board.
3. Establish with Executive Committee consultation and approval, a program to achieve the goals set forth in the Mission Statement of this organization.
4. In coordination with responsible officers, ensure that all goals of the organization are met and that all required reporting is completed and submitted in a timely manner.

5. Set agendas for AAGC, the Executive Committee and the Board of Directors meetings with input from the Executive Committee, and assure communication among its members, and from the AAGC to member clubs, public and private organizations of concern to the Council, and to the public.
6. Serve as an ex-officio, non-voting member of all committees except the nominating committee.
7. Appoint a Parliamentarian to serve during the President's term of office.
8. Appoint the chair of the audit committee and assure an audit is performed at the end of the operating year following the election of new officers.

<i><u>Time Required Per Month based on reports from past officers</u></i>	
<b><i>For all officers</i></b>	
<i>Attendance at Executive Committee Meetings, reviewing packet</i>	<i>2.5 hours per meeting</i>
<i>Attendance at Board of Directors meeting, reviewing packet</i>	<i>2.5 hours per meeting</i>
<b><i>Time estimate for tasks specific to President (20 hours per month)</i></b>	

**VICE PRESIDENT EDUCATION AND VOLUNTEERS**

The Vice President Education and Volunteers is responsible for overseeing education programs relating to AAGC’s mission and purpose.

The Vice President Education and Volunteers shall:

1. Coordinate with AAGC clubs to develop and promote educational programming that can be offered to the community through club activities and a Speakers Bureau.
2. Promote education programs of ZBGC and PARD and recruit volunteers for those programs and events such as Roots & Wings, Faerie Trail, etc.
3. Serve as AAGC’s liaison to support the docent program and assist ZBGC or PARD staff in maintaining the program and recruiting new volunteers.
4. Explore new opportunities for educational programs and recommend them to the Executive Committee for consideration, as appropriate.
5. Prepare reports required by AAGC and ZBGC using established systems and forms and submit to the President for final review. This includes specific responsibility for the annual summary of educational programs and the quarterly volunteer report, as outlined in section 3. B. v. and 3.D.ii, respectively, of the agreement between AAGC and ZBGC.

<i><u>Time Required Per Month based on reports from past officers</u></i>	
<b><i>For all officers</i></b>	
<i>Attendance at Executive Committee Meetings, reviewing packet</i>	<i>2.5 hours per meeting</i>
<i>Attendance at Board of Directors meeting, reviewing packet</i>	<i>2.5 hours per meeting</i>
<b><i>Time estimate for tasks specific to VP Education and Volunteers</i></b>	
<i>Liaison with PARD, ZBGC (4 hours)</i>	
<i>Compiling annual education report (20 hours)</i>	
<i>Compiling Quarterly Volunteer reports (20 hours each quarter)</i>	

## **VICE PRESIDENT MEMBERSHIP**

The Vice President Membership is responsible for all issues related to membership.

The Vice President Membership shall:

1. Maintain an up-to-date list of clubs, their officers and members with contact information, as required by ZBGC and PARD.
2. Prepare communications to clubs and membership for review by the President, including notifications of AAGC policies, rules, dues and other pertinent information, as appropriate.
3. Serve as a liaison to organizations seeking AAGC membership, informing them of membership requirements, assisting them in completing an application form and submitting the completed application to the Executive Committee with a recommendation for or against admission.
4. Prepare the AAGC list of clubs, their officers and contact information, to be distributed to members, as determined by the Executive Committee.
5. Prepare reports required by AAGC and ZBGC using established systems and forms and submit to President for final review. This includes specific responsibility for the annual membership report, as outlined in 3.D.iii of the agreement between AAGC and ZBGC.

### *Time Required Per Month based on reports from past officers*

#### ***For all officers***

<i>Attendance at Executive Committee Meetings, reviewing packet</i>	<i>2.5 hours per meeting</i>
<i>Attendance at Board of Directors meeting, reviewing packet</i>	<i>2.5 hours per meeting</i>

#### ***Time estimate for tasks specific to Vice President Membership***

<i>Maintaining up-to-date list of clubs and their members</i>
<i>Preparing annual membership report for ZBGC (KK in 2020 - 24 hours)</i>
<i>Communicating with membership on policies, dues, etc (TBD)</i>

## **VICE PRESIDENT OPERATIONS**

The Vice President Operations is responsible for the Council's commitment to and activities in the Austin Area Garden Center.

The Vice President Operations shall:

1. Serve as a liaison between AAGC and the Garden Clubs to ZBGC and PARD in accordance with mutually agreed upon commitments and policies set forth by ZBGC, PARD and AAGC in regard to use of the building known as the Austin Area Garden Center by AAGC member garden clubs.
2. Maintain the calendar and ensure use of the Garden Center by coordinating with appropriate ZBGC staff member and/or PARD official and representatives of each member garden club.
3. Coordinate use of AAGC's Zoom account by member garden clubs; set schedules and train designated club members on how to conduct meetings.
4. Prepare reports required by AAGC and ZBGC using established systems and forms and submit to President for final review.

*Time Required Per Month based on reports from past officers*

***For all officers***

*Attendance at Executive Committee Meetings, reviewing packet 2.5 hours per meeting*

*Attendance at Board of Directors meeting, reviewing packet 2.5 hours per meeting*

***Time estimate for tasks specific to VP Operations***

*Setting annual calendar for use of Garden Center (40 hours over two months)*

*Managing AAGC Zoom Account for club use (8 per month)*

**VICE PRESIDENT PUBLIC INFORMATION**

The Vice President Public Information is responsible for all publicity and publications developed by and for AAGC.

The Vice President for Public Information shall:

1. Coordinate the development and distribution of all materials for publicity relating to AAGC and its activities, including news releases, website content, and print and social media.
2. Coordinate with the AAGC Executive Committee, as needed, and ensure all sensitive communications have been reviewed by the President.
3. Ensure key publicity initiatives such as AAGC Facebook and Garden Happenings have editors, and work with them to ensure consistency in AAGC publicity.
4. Serve as a resource to the member garden clubs to promote their connection to AAGC and their activities to support our mission on AAGC and club websites and in the media.
5. Evaluate current activities, prepare reports and create content to improve AAGC's publicity efforts.
6. Represent AAGC to coordinate publicity with PARD and ZBGC on large scale events AAGC is co-sponsoring at Zilker Botanical Garden.
7. Prepare reports required by AAGC and ZBGC using established systems and forms, and submit to President for final review.

*Time Required Per Month based on reports from past officers – Add section to each office*

***For all officers***

*Attendance at Executive Committee Meetings, reviewing packet 2.5 hours per meeting*

*Attendance at Board of Directors meeting, reviewing packet 2.5 hours per meeting*

***Time estimate for tasks specific to VP Public Information***

*Prepare reports for Executive Committee and/or Board meetings on activities related to duties*

*Prepare and review Publicity for AAGC and affiliated garden clubs (8-12 hours per month)*

*Evaluate activities, prepare reports and create content to improve AAGC's publicity efforts.*

*Large scale events – depends on event*

*Garden Happenings (5 to 30 hours) depending on how much editor needs to gather vs club submission*

**SECRETARY**

The Secretary is responsible for the creation and maintenance of the records of the organization, including minutes, official documents, such as bylaws and standing rules, and the voting process.

The Secretary shall:

1. Take the minutes of the meetings of the Executive Committee and the Board of Directors, timely share the minutes for approval at each meeting, and maintain a permanent record of all minutes.
2. Perform duties as assigned by the President including preparation of the written agenda and packet for meetings.
3. Establish process to ensure all votes are conducted with the appropriate quorum and process, including electronic voting. Provide ballots and maintain record of vote, and report results in minutes.
4. As needed, assist in preparation of forms for reports, and work with the AAGC rep to ZBGC to ensure forms needed to compile reports are accessible to members.
5. Prepare reports required by AAGC and ZBGC using established systems and forms, and submit to President for final review.

*Time Required Per Month based on reports from past officers – Add section to each office*

***For all officers***

*Attendance at Executive Committee Meetings, reviewing packet      2.5 hours per meeting*  
*Attendance at Board of Directors meeting, reviewing packet      2.5 hours per meeting*

***Time estimate for tasks specific to Secretary***

*Minutes (8 – 12 hrs per meeting, taking notes, typing up notes, listening to the recording to clarify, emailing draft for review to EC or BOD asking for corrections, making suggested corrections, which may involve listening to the recording again for confirmation; preparing the next meeting Agenda and packet to include the corrected and other related reports, and sending out usually the Friday before the meeting.*

*Maintaining a permanent record (1-2 hours per month)*

*Organizing folders/files in cloud-based system*

*Administering votes (5-6 hours for electronic vote) Preparing the ballot, recording and publicizing the vote, ensuring a quorum achieved.*

**TREASURER**

The Treasurer shall assume the duties of a Chief Financial Officer.

The Treasurer shall:

1. Work with the Executive Committee to prepare an annual budget.
2. Accept and deposit all funds in any bank in the City of Austin in which deposits are insured by the F.D.I.C. and shall pay out such funds as authorized by the Board of Directors or by the Executive Committee.
3. Provide a written financial statement at each regular meeting of the AAGC Board of Directors and shall prepare a summary fiscal year report for the first meeting after the end of the Fiscal Year.
4. Serve as Treasurer for all fundraising events.
5. Work closely with the Executive Committee to develop acceptable accounting guidelines and procedures.
6. Coordinate with financial professionals, as needed, such as the bookkeeper or tax preparer.
7. Coordinate with the VP Membership to notify all member clubs of the AAGC prior to March 1 that dues are payable on or before April 1st. Thereafter, clubs that are delinquent will be notified that membership will be terminated if dues have not been received by the Treasurer on or before May 31.
8. Prepare reports required by AAGC and ZBGC using established systems and forms and submit to President for final review. This includes specific responsibility for the quarterly 15% net profit report and the annual report of earnings available from two restricted funds, as outlined in 3.C.i. and 3. C iii, respectively of the agreement between AAGC and ZBGC.

*Time Required Per Month based on reports from past officers*

***For all officers***

*Attendance at Executive Committee Meetings, reviewing packet 2.5 hours per meeting*  
*Attendance at Board of Directors meeting, reviewing packet 2.5 hours per meeting*

***Time estimate for tasks specific to Treasurer***

*Treasurer responsibilities (5 hours/week, 20 hours monthly)*

*Preparation of reports to AAGC approximately 2 hours every other week including review and analysis.*

*Dues collection and processing (2 hours per week over at least two months 16 total)*

*15% net profit administration and quarterly reports (TBD)*

*Earnings on two restricted funds report (TBD)*



## **HISTORIAN**

The Historian is responsible for the compilation and preservation of the noteworthy achievements of this organization in an accessible and protected archive.

The Historian shall:

1. Maintain an inventory of publicity, including newspaper articles, scrapbooks, pictures, zip drives and CD's to keep the organization informed about what is in the archive.
2. Make periodic recommendations on which items can be saved electronically and/or removed from the archive.
3. Coordinate with the VP of Public Information to make materials from the archive available for use on the AAGC Facebook page and the ZBG website to promote the history of AAGC and its involvement in the Garden.
4. Prepare reports required by AAGC and ZBGC using established systems and forms and submit to President for final review. This includes specific responsibility for the quarterly report of press generated by AAGC activities and events to contribute to the ZBGC's record of marketing, as outlined in 3.C.iv of the agreement between AAGC and ZBGC.

*Time Required Per Month based on reports from past officers*

***For all officers***

<i>Attendance at Executive Committee Meetings, reviewing packet</i>	<i>2.5 hours per meeting</i>
<i>Attendance at Board of Directors meeting, reviewing packet</i>	<i>2.5 hours per meeting</i>

***Time estimate for tasks specific to Historian***

<i>Maintenance of archival materials (4 hours per month)</i>
<i>Creating and maintaining inventory</i>
<i>Promoting use of archives for history section of website</i>
<i>Compiling reports for ZBGC</i>

## **AAGC REPRESENTATIVES TO ZBGC BOARD**

The AAGC representatives to the ZBGC Board are responsible for representing the interests, clubs and mission of AAGC to ZBGC, its Board, officers and committees.

The AAGC Representatives to the ZBGC Board shall:

1. Assist the President in preparing agenda items related to the ZBGC agreement. In coordination with the Secretary, consult on agenda items needed for compliance with bylaws.
2. Coordinate preparation of reports required under AAGC agreement with ZBGC
  - Work with the Executive Committee to ensure club presidents and representatives are aware of reports that need to be filed.
  - Assist in preparing templates to ensure that information required to be reported is captured in the form; make forms available and keep current.
  - Work with the designated Officer to collect needed information for each report.
  - Review final draft of the report from the designated VP to ensure all requirements met, and prepare it for final review by the President, and submission to ZBGC. Provide copies of all reports to Board of Directors, as required.
3. Participate in discussions with ZBGC along with the President to ensure terms of agreement are met by both parties.
4. Keep the Executive Committee and Board informed on Conservancy issues and events, and items of interest to active garden club members, and opportunities to participate and collaborate.
5. Serve as a member of the Executive Committee, and actively participate in meetings and tasks, including committees such as nominating, website, and those that interact with ZBGC.

### *Time Required Per Month based on reports from past officers*

#### ***For all officers***

<i>Attendance at Executive Committee Meetings, reviewing packet</i>	<i>2.5 hours per meeting</i>
<i>Attendance at Board of Directors meeting, reviewing packet</i>	<i>2.5 hours per meeting</i>

#### ***Time estimate for tasks specific to AAGC Representative to ZBGC***

<i>Develop Executive Committee &amp; Board of Directors agendas for ZBGC-related items (4 hrs per month)</i>
<i>Meetings/discussions to represent AAGC interests to ZBGC (Minimum 2 per month)</i>
<i>Revise Duties of Officers to capture responsibility for ZBGC reports (40 hours)</i>
<i>Prepare final reports for submission (Quarterly volunteer (2-3 days), annual Education report 1-2 days; annual membership reports to ZBGC 16 hours)</i>

## **Standing Rules Revision History**

Duties of Officers Added 2021. Approved by Executive Committee 02-04-2021, Board of Directors, 02-09-2021.