

THE GARDEN CLUB OF PRINCETON
STANDING RULES
Adopted April 15, 1997 and as Amended June 2002,
November 2004, March 2008, May 2012, November 2014,
January 2019, and October 2020

Standing Rules shall be the procedures and regulations consistent with the Bylaws which implement and clarify the Bylaws. They shall be binding on all members. Standing Rules shall, upon recommendation of the Executive Committee, with adequate notice, be adopted, amended, waived or rescinded with the approval of a simple majority of the voting membership then present and voting. (Bylaws, Article XI)

I. DUES AND ASSESSMENTS

A. Dues (Bylaws, Article IV)

Annual dues paid by all members shall be determined from time to time by the Executive Committee and the approval of a simple majority of the voting membership then present and voting.

Effective September 2007, members belonging to two GCA clubs will be billed an additional \$25 for GCA dues by their secondary club.

II. MEETINGS

A. The Regular Meeting of The Club shall usually be held on the third Tuesday of each month from September through May. (Bylaws, Article V, Sections 1, 2 and 3)

B. Attendance at Regular Meetings is covered in the Bylaws, Article V, Section 3.

C. The calling of special meetings is covered in the Bylaws, Article V, Section 4.

III. MEMBERSHIP COMMITTEE

See Membership Committee (Bylaws, Article IX, Section 1, a and b)

The Chairman should review these Standing Rules and the appropriate sections of the Bylaws regarding membership with the committee early in The Club year. They should all understand the guidelines for proposing a member. No member of the Executive or Membership Committees may propose, second or write supporting letters for candidates. (Bylaws, Article III, Section 1, a and b)

A. Proposal and Election of Provisional Members

1. It is the responsibility of the Membership Chairman to provide club members who are interested in proposing a candidate with the necessary information and a GCP Proposal Form.
2. Completed Proposal Forms may be returned to the Membership Chairman any time prior to **April 1**.

3. Upon receiving the form, the Membership Committee and the Executive Committee members will review the information for preliminary approval. The procedure for approving a Proposal Form shall be the same as the procedure for approving a completed application, as set forth below in Section A(5) of this Article. When this approval has been given, the proposer shall be informed and the name of the candidate shall be entered in the Green Book and Members Only section on the Garden Club of Princeton website.
4. The completed file for each candidate must be received by the Chairman by April 1 to allow the committee ample time to review the files before the April Executive Committee meeting. (At any time, a proposer and seconder may withdraw a name they have proposed.)
5. The Chairman calls together the Committee to review the files of the candidates and determine their desirability as members of The Club. When all the members have thoroughly reviewed their credentials, the Chairman may call for a vote on the candidates. Each member must vote. No more than ten candidates may be elected in any one year. (Bylaws, Article II, Section 4, e) Two negative votes shall return a name to the waiting list. All votes shall be by secret ballot. The President, ex-officio member of this committee, has no vote. All recommendations are then sent to the April Executive Committee meeting for approval. (Two-thirds of the Executive Committee present and voting at the meeting must approve the election of new members.)
6. An approved Provisional candidate may request a deferment for a period of only one year. The candidate's name shall be placed at the top of the Provisional waiting list for the following year. An application which is incomplete by the April 1st deadline may be completed and resubmitted the following year. It is the responsibility of the Membership Chairman to request an update of a candidate's file from the proposer.
7. An elected candidate shall be invited in writing by the Corresponding Secretary to be a Provisional Member. Upon receiving acceptance, the Corresponding Secretary shall then notify the membership. New Provisional Members will be introduced at the annual meeting of The Club.

B. Transfers from other GCA Clubs

1. Obtain a letter of introduction/recommendation from the President of the proposed candidate's previous club.
2. Follow the guidelines [3A] for the regular proposal process including meeting members in various situations [teas, monthly programs, Christmas workshop, etc.].
3. If accepted in April, consideration should be given for the proposed candidate's experiences in the previous GCA club. The Membership Committee shall have the discretion to determine whether a proposed transfer should be:
 - 1) required to do a Provisional year,
 - 2) accepted as an Active member

- 3) accepted as an Active member given credit for active years in the prior club, or
- 4) accepted as a Sustaining member because of 10 years of Active membership at a GCA club with similar requirements.

C. Changes in Membership Status

1. All requests for changes in membership status from any class of membership must be submitted *in writing* to the Membership Committee by **April 1** to allow time for review. (Bylaws, Article II, Section 1, f; Section 2, e, Section 3, e)
2. An Active Member may request a Leave of Absence for one Club year. (Bylaws, Article II, Section 1, d) The Committee may, upon review, grant the request. If a member on Leave requires an extension of the Leave of Absence, a request for an additional year, including an explanation, must be submitted to the Membership Committee for their review by April 1 of the year's Leave of Absence.
3. A former Active, Sustaining, Affiliate or Honorary member may request reinstatement of membership upon written request to the Membership Committee. If approved, reinstatement will take effect immediately. Notification will be by the Corresponding Secretary. (Bylaws, Article III, Section 3)

D. End of The Club Year Responsibilities

1. Immediately following the April Regular Meeting of The Club, the Committee will review the Active Members' participation and attendance records with information from the Recording Secretary and the Horticulture and Flower Show chairmen. They will then make recommendations to the Executive Committee. (Bylaws, Article II Section 1, e)
2. At the same time they will also be asked to review, with the Provisional Chairmen, the current Provisional Members to see how each has fulfilled their obligations and consider their eligibility for Active Membership. These recommendations are then sent to the Executive Committee for approval. (Two-thirds of the Executive Committee present and voting at the meeting must approve the election of new members.)
3. After approval, the Provisional Chairman will discuss each Provisional's status for the coming year. The Provisional Chairman will then inform the Membership Chairman of these decisions so that they may be included in the Membership report at the annual meeting. Files on Provisionals should be kept for five years after they become Active Members.
4. The Membership Chairman's report at the annual meeting of The Club will include all membership changes known at that time.

5. The Membership Chairman will update the membership book at the end of the term. It shall include club officer positions, club chairmanships, club workshops led, club awards, other awards received and GCA Zone or National jobs. A final list of all changes of membership status, any changes of address, and names and addresses of all new members should be sent to the President, the Corresponding Secretary, the Treasurer, and the Program Booklet Chairman by June 15.

IV. PROVISIONAL MEMBERSHIP

A. Purpose of Provisional Membership

1. To allow a prospective member to fully understand the requirements of membership before committing to Active Membership. Acceptance of the invitation to become a Provisional Member of the Club is a commitment to fulfilling the requirements of the Provisional Program. A Provisional Member has up to three years to do this.
2. To allow the membership of The Club to become acquainted with the Provisional Members before they assume the duties of Active Membership.

B. Guidelines for Proposing a Provisional Candidate

1. When a club member decides to start the process of introducing a candidate, arrangements should be made to meet and talk with the Membership Chairman in order to receive the necessary form and to discuss the guidelines for proposing a candidate. The age of the candidate and the candidate's ability to fulfill both the requirements of the Provisional program and Active membership should be a consideration. A candidate must have a one year's residency in the Princeton area prior to the September meeting of The Club year of proposal, with the following exceptions to be considered:
 - a) having moved from a GCA club or a club where the candidate has demonstrated an exceptional interest or enjoyed an active, participatory membership;
 - b) having done volunteer or professional work in a gardening environment;
 - c) having demonstrated an unusual background and/or talent in gardening.After discussion, if the club member chooses to proceed with the proposal, the GCP Proposal form needs to be completed and returned to the Membership Committee anytime before April 1.
2. After approval of the Form by the Membership and Executive Committees, the proposer will be reminded to fully explain the requirements, activities and obligations to The Club as a Provisional and as an Active Member as stated in the Bylaws, Article II, Sections 1 and 4. The Provisional year(s) is a trial period for the Provisional and The Club. (See Provisional Membership Standing Rules.) It is each proposer's responsibility to be the Provisional candidate's mentor during the Provisional Year(s): whenever

possible, a proposer will accompany the Provisional at meetings, workshops, meetings for the Provisionals, and cleanup days, as well as help in entering shows.

3. After a year's time, letters from the proposer, a seconder and an additional supporting letter from a member are required. (Bylaws, Article II, Section 1, c; Section 2, d; Section 3, c; Section 4, c) These letters should reflect a specific knowledge of the candidate's gardening ability, knowledge and desire to fulfill the requirements of Active membership. The candidate's file must be completed by **April 1**.
4. It shall be the responsibility of the proposer to see that the members of the Membership Committee and the Executive Committee meet their candidate in the event that they are not already known to them.

C. Provisional Program

1. The proposer of each Provisional Member is responsible to The Club to attend the provisional orientation meeting and to help the candidate become acquainted with members by joining in at meetings, signing up for garden club trips, workshops, and cleanup days. If the new member is not taking part in all aspects of the Provisional Program, the Provisional Chairman should ask the proposer to talk with and encourage the candidate to become more active.
2. The Provisional Member will be expected to satisfy the following requirements during the period of Provisional Membership:
 - Participate in workshops on the following: plant propagation; bulb forcing; passing, clerking and how to enter a show; horticulture; and flower arranging; and, if interested, photography.
 - Assist with a Horticulture, Artistic, or Photography show.
 - Participate in a club civic or conservation project.
 - Exhibit in at least one Horticulture and one Artistic show, or one Horticulture or Artistic Show and the Photography Show during the year(s).
 - Volunteer for at least one Fall French Market. With the Provisional Chairman and the Provisional group, plan, staff, and run one Spring French Market.
 - Attend a minimum of five Regular Meetings each year.
3. After the April Regular Meeting of the Club, the Provisional Chairman, with the Membership Chairman, will review the current Provisional Members to see how each has fulfilled their obligations and consider their eligibility for Active Membership. Following Executive Committee approval, the Provisional Chairman will meet with each Provisional to establish the Provisional's status for the coming year. The Chairman will then inform the Membership Chairman of these decisions to be included in the membership report at the annual meeting.

V. EXECUTIVE COMMITTEE

See Executive Committee (Bylaws, Article VIII)

A. Executive Committee

The Executive Committee shall consist of the officers and the Members at Large, elected and serving in compliance with the Bylaws. The Committee shall meet on a regular basis. A simple majority of the members constitutes a quorum. In addition to managing the properties and affairs of The Club, the Committee's duties shall include the following during The Club year:

1. to transact all necessary business between the Regular Meetings of The Club, or to call a meeting of the members at any time for any other purpose;
2. to approve the President's or President-elect's appointments for committee chairmen and the members of the Nominating, Membership, Finance and Program committees prior to the April Regular Meeting of The Club;
3. to approve the appointments of all other committee chairmen and the creation of new committees as necessary;
4. to approve the proposed budget prepared by the Treasurer and the Finance Committee prior to the first Regular meeting in September and to subsequently approve any expenditures not approved in the budget. Any committee requests for funds over \$500 for expenses beyond the budgeted amount, or requests for unbudgeted contributions during the year must be presented to the Finance Committee for approval prior to Executive Committee approval;
5. to approve changes in dues recommended by the Finance Committee prior to being voted on by the membership;
6. to approve the recommendations of the Awards chairmen;
7. to appoint delegates to the Annual Meeting of The GCA and Zone IV meetings; and approve sending a representative(s) to The GCA annual Conservation meeting in Washington, D.C. when appropriate;
8. to approve club projects proposed by any chairman; to approve a club project to be proposed or seconded for the GCA Founders Fund; to approve a project to be submitted for an award from the New Jersey Committee of The GCA's Growing Fund;
9. to approve the recommendations of the Membership Committee for prospective members and changes in membership status;
10. to fill any vacancies in offices for an unexpired term.

B. Duties of the Members of the Committee (See Bylaws, Article VI)

1. The President shall preside over meetings of the Executive Committee and the Regular Meetings of The Club. The President shall, with Executive Committee approval, appoint the chairmen of all standing committees, all special committees, and the members of the Nominating, Membership,

Finance and Program Committees prior to the April Regular Meeting. The President shall inform each chairman who has responsibility to a GCA national committee of the duties in these matters by directing them to the GCA Information Manual on the GCA website. The President shall be an ex-officio member of all committees except the Nominating Committee, and shall have a vote except on the Membership Committee. The President shall represent The Club, or appoint an alternate, to attend the Annual Meeting of The GCA and other Zone IV meetings. The President shall attend or appoint an alternate to attend the Zone IV Presidents' meeting. The President shall report the substance of these meetings to the membership in a timely fashion. The President shall appoint a person or persons to approve the Artistic and Horticulture schedules, which must be approved by June 15. The President shall approve the form and content of the draft of the Program Booklet prior to its printing each year. The President shall assign additional duties to other members of the Executive Committee as necessary, and shall perform other duties usually pertaining to the office of President.

2. The Vice President shall perform the duties of the President in the absence of the President, and shall perform additional duties that are assigned by the President from time to time including the chairmanship of a committee.
3. The Recording Secretary shall collect and keep all the records of The Club including the annual reports of all committees, and the minutes of the meetings thereof, and shall perform other duties pertaining to that office and duties assigned by the President.
4. The Corresponding Secretary shall conduct the correspondence of The Club. The Corresponding Secretary shall write the elected membership candidates inviting them to join The Club as Provisionals. Upon receiving their acceptances, the Corresponding Secretary shall notify the Membership Chairman. The Corresponding Secretary shall mail notice of these new Provisional Members to all The Club membership before the May Regular (Annual) Meeting. The Corresponding Secretary shall mail the Program Booklet to those persons outside of The Club who are designated by the President to receive it.
5. The Treasurer shall have charge of the funds of The Club and keep a record thereof. The Treasurer shall keep the Operating monies separate from the Civic Projects monies and render reports to the membership as necessary. The Treasurer shall submit a year-to-date report at the May Regular (Annual) Meeting. With the members of the Finance Committee, and with input from the committee chairmen, the Treasurer shall prepare and submit an annual budget for Executive Committee approval prior to presenting it to the membership for their approval at the September Regular Meeting of The Club. The Treasurer shall perform other duties pertaining to the office including matters pertaining to a Compilation or an Audit. The Treasurer shall from time to time assume other duties as assigned by the President.

6. The Assistant Treasurer shall undertake the duties of the Treasurer in the Treasurer's absence, and such other duties as the President may delegate.
7. The Members at Large shall take an active role in the decisions, activities and programs of The Club, and shall from time to time assume duties as assigned by the President including the chairmanship of a committee.

VI. PROGRAM COMMITTEE

See Program Committee (Bylaws, Article IX, Section 3) A. General

A. Program Committee

1. The Chairman should review the Bylaws which fully outline the duties of the committee. The Chairman shall coordinate all the programs and speakers for the upcoming club year in close cooperation with the President and the Artistic, Conservation, Horticulture, and Photography chairmen. The Chairman shall attend the meeting called by the Zone IV Program Representative each year. The Chairman shall present the committee's budget requirements to the Treasurer by June 15.
2. The Houses and Hostesses Chairman is responsible for making the arrangements for all meeting locations and the hostesses for such meetings, working closely with the Program Chairman and the Artistic, Horticulture, Conservation and Photography Chairmen.
3. The Program Booklet Chairman should receive all the information to be included in the booklet by June 1. This includes meeting and workshop information, chairmen of committees, dates to remember, the membership list, and any other information which the President wishes included. The Program Booklet Chairman should prepare a draft of the final document to submit to the President for approval before printing and should determine from the President the number of programs needed to be printed and arrange for the printing to be done in ample time for the mailing. It is the responsibility of the Program Booklet Chairman to obtain the envelopes, mailing labels and stamps.
4. The mailing of the program to The Club membership is the responsibility of the Program Committee. It should be mailed to arrive immediately after Labor Day. If there are to be any other committee enclosures, it is up to those chairmen to produce them in ample time for the mailing. They may also be asked to assist with the mailing.
5. It is then the responsibility of the Corresponding Secretary to mail the remaining programs to those persons outside of The Club who are designated by the President to receive them.

VII. NOMINATING COMMITTEE

See Bylaws, Article IX, Section 2

VIII. OTHER COMMITTEES

See Bylaws, Article IX, Section 4

A. Other Committees

1. The chairmen of all committees are appointed annually by the President with the approval of the Executive Committee. Their terms shall begin at the conclusion of the Annual Meeting. Each chairman, with their committee, shall determine the budget requirements necessary for the coming year to present to the Treasurer by June 15. Each chairman is responsible for giving a report at the May Annual Meeting and submitting three typed copies of their report to the Recording Secretary.
2. Committees listed below that mirror GCA committees are marked with an asterisk. These committee chairmen are responsible, through their respective Zone Representatives, to bring the activities of The Club to the attention of National Committees and also communicate the work of National Committees to The Club. These chairmen are expected to attend their Zone IV Representatives' meetings as requested. The GCA Information Manual contains information about each of these National Committees and The Club president will inform each chairman of the duties in this regard.
3. No Chairman or committee member is authorized to spend any of The Club's monies not approved in the annual budget for their committee. Any request for expenditures over the approved amount must first be submitted to the Executive Committee for their approval.
4. No Chairman or committee member is authorized to speak in the name of The Club to an outside organization without the approval of the Executive Committee. No Chairman or committee member is authorized to affiliate The Club with any outside organization without the approval of the Executive Committee or a vote of the membership.
5. The Club committees are: Archives; *Awards; *Bulletin & Public Relations; Christmas Workshop; Civic Projects; *Conservation; Finance; *Flower Show; French Markets; *Garden History and Design; *Horticulture; Judges; Newsletter; Photography; Program; Provisionals; Scholarship; and Visiting Gardens. (* Indicates representation to Zone IV committees.)

IX. SPECIAL COMMITTEES

See Bylaws, Article IX, Section 5

Special committees may be appointed by the President, with the approval of the Executive Committee.