

MARTHA'S VINEYARD GARDEN CLUB

POLICIES AND PROCEDURES

STANDING RULES

ARTICLES OF ORGANIZATION

Martha's Vineyard Garden Club, Inc. is organized and operated exclusively for charitable and educational purposes. All powers of the Corporation, its officers and Board of Directors shall be exercised to assure that the Corporation operates in conformity with these purposes so that it may remain exempt from Federal income tax and that contributions to it shall be tax deductible. The Club's Federal and State tax exempt number is **04-2386455**.

As a charitable, tax exempt organization, the Club is non-political, taking no position in favor of, or in opposition to individual candidates for local, state or national office.

1. All public statements, petitions or resolutions must relate to the purposes of the Club and must have prior approval of the President and the Board of Directors.
2. No member speaks for the Club nor makes any commitment without authorization by the Board of Directors.
3. Members wishing to make an announcement at a Club meeting must ask the President to be put on the agenda.
4. Any purchase or sales agreement pertaining to the real property of the Club must be in conformity with the purpose of the Club and must have prior approval of two-thirds of those members eligible to vote.
5. The use of social media and other technologies to communicate with members and/or promote the Club must have the prior approval of the President and the Board of Directors.

FINANCIAL POLICIES

1. The Treasurer shall advise the Board on all matters relative to the financing of the Club's programs and activities.
2. The Treasurer shall prepare the Annual Budget for the Board's approval by the first of January each year.
3. The Treasurer, in consultation with the Building and Grounds Committee, shall review annually the insurance coverage.
4. The Treasurer, the President and the First Vice President may sign checks.
5. The Martha's Vineyard Garden Club does not make monetary donations to other non-profit organizations.
6. Expenses not provided for in the budget and budget overruns of more than \$100.00 shall be incurred and paid only with approval of the Board of Directors.

7. Funds, such as the Old Mill Fund, must be used for the designated purpose. Balances of these special funds may be carried over to the next financial year.
8. The Club will provide \$200 to each Town Vice President for a beautification project in his/her town. The expenses for the project should be documented and presented to the Treasurer for reimbursement as soon as possible after the completion of the project. Should no meaningful project be found for a particular calendar year, the Town Vice President may request by November that the Board approve the carry-over of the designated funds to the next calendar year budget.
9. Although the Board and Officers legally have the powers conferred on them by the Bylaws, the sale or purchase of real estate must be ratified by two-thirds of the membership eligible to vote.

DUES

1. Dues are payable upon receipt of the annual notice. Annual notice to be sent in October of preceding year. Reminders will be sent as needed.
2. If payment is not received in a timely fashion, the member may be dropped by recommendation of the Board of Directions.

COMMITTEE RESPONSIBILITIES

Committees of the Club shall operate in accordance with the stated Committee responsibilities. Committee recommendations should be furnished in writing to the Board for action.

Each Chairman should keep a record of reports of activities and a schedule of annual events. This information should be passed to the succeeding Chairman to provide a "map" of activities that will be carried out during their tenure. Each Committee shall provide the Treasurer with its budget requirements for the next fiscal year by November 1st for the subsequent fiscal year.

If a Committee Chairman or member is unable to fulfill their obligations, they are responsible for recommending a replacement and for informing the appropriate chairman or Board.

These policies and procedures were revised as of January 14, 2014 and may be amended by a majority vote of the Board of Directors.

January 14, 2014