

**Standing Rules**  
**Ukiah Garden Club, Inc.**

1. The Articles of Incorporation, By-Laws, and Standing Rules are available on the Ukiah Garden Club website: [ukiahgardenclub.org](http://ukiahgardenclub.org). New members should read these and be aware of the requirements for membership. If a member does not have access to the web, the membership chairman will provide paper copies.
2. Dues are to be paid by any legal tender, preferably by check.
3. The District Director shall be invited to make an official visit that is convenient for the Director and the club. It is a courtesy to invite the Director to install the new officers.
4. Guests and members of the general public are invited to all regular monthly meetings. If a member invites a guest, the member should introduce them at the meeting.
5. All keys to the Garden House property shall be turned in at the end of the officer's term for redistribution to the new officers and chairmen.
6. No property shall be loaned from the Club or removed from the premises except for Club use without Executive Board approval.
7. With the approval of the Executive Board, affiliate clubs may use the clubhouse for meetings and community events. The monetary donation for this use shall be determined by the Executive Board, and they must abide by the rules set forth in the Affiliates Agreement.
8. The House Chairman shall keep an up-to-date inventory of the Club property, furnishing a copy to the Board of Directors and the Executive Board.
9. The variance granted by the Fire Department to the Garden House is based on 150 persons. This is the maximum occupancy limit.
10. Officers and members shall be reimbursed for expenses incurred in the performance of their responsibilities or the purchase of supplies or materials for a Club project or program. Expense claims must be accompanied by supporting documentation. The Executive Board must approve extraordinary expenditures before commitment is made.
11. The sum of \$200.00 shall be set aside for delegate expense at the Annual Meeting of California Garden Clubs Inc. and Mendo-Lake District meetings. This should go to the current or incoming President. If they cannot attend, the outgoing President or, in turn, a delegate, shall receive the money to attend and represent the Club at said meetings.  
If out-of-driving area, more funds may be allocated by the Executive Board.
12. The Membership chairman shall appoint the Amenities and Protocol Chairman to act in her absence as hostess at regular meetings to greet new members, introduce them, and welcome them.
13. If the Parliamentarian is unable to attend a meeting, they should notify the President so she may appoint a Parliamentarian pro-tem.
14. If a nominee is unable to attend the April general meeting, notification of their consent shall be filed with the secretary.
15. Members who are unable to serve on the Hostess Committee on the date assigned to them are to notify the Hostess Chairman and find a substitute. They can serve at a later date.
16. The Garden Club Yearbook will contain the drawing of the club house done by Isabel Frasier Smith.
17. A quorum (six members per by-laws) is required to conduct business at the Executive Board meetings.
18. A quorum (1/5 of the membership) is required to conduct business at the regular monthly membership meetings. 2/3 vote of members present are required to pass revisions of the by-laws.
19. The membership list is not available for sale.
20. Revision of the Standing Rules requires a majority vote of the Executive Board.
21. As an expression of sympathy a card will be sent by the corresponding secretary to a decedent's family from the Garden Club.