

Section 3 - GCSP OFFICERS Guidelines

The intent of Officer Guidelines is to provide additional insight into role responsibilities and current best practices. It is in ADDITION to the information laid out in the GCSP By-laws.

Elected Officers for the Garden Club of St Petersburg, Inc. as specified in the Bylaws Article V, Sections 1 and Article X, Sections 1 – 9.

All Officers will acknowledge receipt of their respective guidelines by Signature, which will be filed in hard copy of Guidelines book.

- President
 - Parliamentarian (non-voting)
 - Memorial Services Guidelines
- First Vice President – also Program Committee Chair
 - Garden Home Tour Guidelines
- Second Vice President – also Membership Committee Chair
- Third Vice President – also Budget and Finance Committee Chair
 - Rental Agent Guidelines (still to be created)
- Recording Secretary
 - Retention Limits Guidelines
- Corresponding Secretary
 - Memorial & Bequest Guidelines
- Treasurer
 - Bookkeeper Guidelines
- Assistant Treasurer

PRESIDENT

Overall - The President presides at the meetings of the GCSP general membership, the Board of Directors, and the Executive Committee, and is the official representative of the GCSP. President should be familiar with all presidential duties in the Bylaw Article X, Section 1 and any other references to Presidential responsibilities in the Bylaws.

President Administrative Guidelines

1. Prepare and email an agenda at least 3 days before Executive Committee and/or Board of Directors meetings, including all business items scheduled. A sample meeting Script and the method of handling of motions are found in Robert's Rules of Order.
 - a. Committee Chairs can request to be on the agenda if Board input required.
 - b. Request from all Standing Committee Chairs and Interest Group Leaders with their written reports for mailing out 3 days prior to meeting.
 - c. Presiding over meetings, following Roberts's Rules of Order for inviting discussion, remaining neutral on issues being presented.

2. Appoints a Parliamentarian, who is approved by the Executive Board. The Parliamentarian is a non-voting member of both the Executive Committee and the Board of Directors. Parliamentarian Guidelines below.
3. Appoints the Chairs of all Standing, Sub, and Special Committees and distributes a digital copy of the Guidelines to new individuals in those positions.
 - a. If an individual is not appointed to a Standing Committee, the President will become the acting Standing Chair until a Standing Chair can be identified.
 - b. Guidelines will be signed by Chair to acknowledge receipt and filed in the hard-copy Guidelines book.
4. Should attend Budget & Finance Committee meetings, when possible, to be kept up to date on the budget planning and financial situation of the Club.
5. Review the Committee Chairs annually submitted reports (at the May Board of Director's meeting)
6. Authorized to sign checks in the absence of the Treasurer or Asst. Treasurer.
7. Responsible for Memorial Service, if needed (see guidelines below)
8. Appoints the Chair of the Nominating Committee at the January Board of Directors Meeting of an election year.
9. Encourages GCSP members to participate at all levels and should follow the publicized directives from District VIII and FFGC.
10. Report any changes of the GCSP to the Florida Department of Corporations to maintain compliance.
11. Is familiar with computers, email and other digital communication.
12. Shall update the role guidelines as new learning in the role identifies new best practices.

Parliamentarian Guidelines

1. The Parliamentarian is appointed by the President and is a non-voting member of the Executive Committee and the Board of Directors, to assist the presiding officer in conducting meetings according to the commonly accepted Robert's Rules of Order.
 - a. "Robert's Rules of Order Newly Revised" is designed as a manual to be adopted by organizations or assemblies as their parliamentary authority. When the manual has been thus adopted, the rules within it, together with any special rules of procedure that may also be adopted, are binding upon the body and constitute that body's rules of order."
2. The Parliamentarian should be seated next to the presiding officer (usually The President) to offer advice, if necessary, on immediate matters.
 - a. The Parliamentarian is a consultant, who advises the President and other officers, committees, and members on matters of parliamentary procedure, or to answer parliamentary inquiries.
 - b. The Parliamentarian's role during a meeting is advisory as parliamentary law gives the Chair alone the power to rule on questions of order.
 - c. The Parliamentarian may participate in reviewing the Minutes of Meetings from the Recording Secretary to verify the content as the legal documents of the Club.
3. The Parliamentarian has the same duty as the presiding officer to maintain impartiality—does not make motions, participate in debate, or vote on any question, except in the case of a ballot vote.

- 4. The Parliamentarian should be available to assist with any questions that may arise in interpreting bylaws and rules, or in connection with the work of the Officers or committees.
- 5. The Parliamentarian should consult with the FFGC Parliamentarian as needed.

Memorial Services Guidelines

It is customary for the Garden Club of St. Petersburg to remember those who have been active members with a special service of remembrance, after their death, referred to as a Memorial Service. They may or may not have been an active member at the time of death.

- 1. The President or president-designee will lead the brief Memorial Service, to be held at the May General Meeting to honor any member or members that passed away during the year.
- 2. The names of the deceased are provided to the President and/or the leader of the Memorial Service by the Membership Chairman, Interest Group Leaders or other members of the Board of Directors.
- 3. The service should be planned so that it appropriately honors those of our members who have died during the Garden Club year. A friend of the member may be asked to share information or memories of the member.

President Role Guidelines

Signed Receipt _____ Date _____

FIRST VICE PRESIDENT & Program Committee Chair

Overall - Responsible for planning programs for GCSP General Meetings and coordinating programs with Interest Group Leaders to ensure no duplication of topic and member's interests are being addressed. Can add additional programs to the calendar to address member's interests or club needs.

First Vice President should be familiar with 1st VP duties as stated in the current Bylaws Article X, Section 2 and Program Committee duties as stated in Article XI, Section 2.

The Vice Presidents, in order of their rank, shall perform the duties of the President or other Vice Presidents in the event of their absence or inability to perform their duties, or the special requests of the President as needed.

1st VP Administrative Guidelines

1. Programs Chair recruits five (5) committee members to coordinate all programs. This can include Interest Group Leaders as well as other interested members.
 - a. Identifies Host for General Meetings and BoD meetings and provides them with Hospitality Guidelines.
 - b. Ensure our programs support and encourage our Plant Sales and Flower Show participation and are meeting the interest areas of our members.
 - c. Can have committee members work on home tours, field trips, or flower-show specific programs.
 - d. If a job/role/activity is defined in the guidelines and is not filled by a subcommittee or other assigned person, it is the responsibility of the Chair to fulfill that role.
2. Organize and lead a Calendar Planning Meeting in early June to consult with Interest Group leaders. This meeting assists in planning programs for the next year to avoid duplication of topics.
 - a. Prior to each year's Calendar Planning Meeting in early June, consult with Interest Group Leaders to assist in planning programs for the next year to avoid duplication of topics.
 - b. Recommended to have a "brainstorming meeting" in late April/early May for speaker ideas with various Interest Group Leaders, Membership Chair, Club Master Gardeners, and other members who might be interested.
 - c. Submit General Meeting dates and program descriptions to the Yearbook Editor before the end of June. Include title, speaker's name, fees charged to members if applicable, supplies needed, location (especially if off-site)
3. Calculate yearly budgetary needs for General Meetings and submit the figure to the Budget & Finance Committee Chair in March. The requested budget should include estimates on speaker fees, supplies, additional insurance riders if needed (consult with 3rd VP), media equipment (if needed), hosting expenses for food and beverage, decorations and door prizes if desired.
 - a. Each General Meeting program requiring a check from the Treasurer requires signing of a Program Agreement between the GCSP and the presenter.
 - i. If guest speakers invited to present programs at the Garden Club functions bring items to sell, they won't be paid a presentation fee.
 - ii. A presenter may request their fee be donated to a charity of their choice. The GCSP Treasurer will send the check to the chosen charity along with a letter saying the donation is from the club at the request of the presenter.
 - b. Request a check in advance of (but close to) actual speakers date from the Treasurer for speaker on the appropriate form; provide reimbursement receipts for other expenses within one month after the event (on appropriate form to Treasure), unless a cash advance is needed. File appropriate reconciliation paperwork if needed on form #5 if necessary.
 - c. Maintain accurate documentation of General Meeting expenses and income submitted to the treasurer for year-end reporting and future planning.
4. Monitors and manages the email: gardenclubofstpetersburg@gmail.com .
5. Update these guidelines with any changes and notify the Bylaws and Guidelines Committee for review, refinement and incorporation.

6. If the individual in this position decides to no longer fulfill the responsibility or will no longer serve in the officer position (end of term), the outgoing individual is required to turn over all records (log-ins, passwords, etc.) and any other connection instructions to the President or incoming individual as soon as possible and no later than mid-June of an election year.

General Meeting Timeline

1. Confirm speaker and any compensation expected a month prior to general meeting
2. Verify information about the upcoming program with the Newsletter editor, Grapevine editor, Website manager, and Publicity Coordinator at least 6 weeks before the program for member communication and general public publicity.
3. Confirm date and time of the program, and any special equipment needed, with the scheduled speaker/program representative the month before, and again the week before the meeting date.
4. At the General Meeting: introduce the speaker; limit program time to 30-45 minutes; thank the speaker at the end of the program; present compensation or donation if appropriate; and write a thank you note.

Home Garden Tour Guidelines

Background: Home Garden Tours were established in 2023 in response to member's interest. Many of our newer members are transplants and join to learn about gardening in Florida. Home Garden Tours provide insight into real-life gardens. All types of gardens can be on the Home Garden Tour plan – in the first year we had a condo complex's common area butterfly garden and a truly coastal, lush water-front garden. Local gardens (like Folly Farms in Safety Harbor) may be added into the yearly plan.

The Home Garden Tours are open to members only and often have a head-count limitation due to space. All tours are designed for a member to get to the location themselves; carpooling can be self-arranged. Most tours are followed by an optional, pay-your-own luncheon at a near-by restaurant.

Coordinator Responsibilities

1. The Home Garden Tour Coordinator is identified by the Programs Chair as this activity falls under that arena.
2. Coordinator to identify 4-5 potential garden tours per calendar year, every other month Sept-June
 - a. Identify members who can sponsor their garden for a home garden tour. This can include direct requests and email solicitation. Ask via word of mouth on who has a great garden and follow up with the individual. Flattery works as many will think their garden is "not worthy."
 - i. Try and let the owner tell us a good day for them
 - ii. Work around other Interest group meetings!
 - iii. The only thing we ask is that they conduct the tour and be able to answer questions.
 - b. Identify local gardens that could fill in if enough member gardens not identified – urban farms, community gardens.
 - c. Home Garden Tours dates may be listed on the yearly Calander in the Yearbook if identified in time. A TBD can be placed if a property has not been confirmed for a specific date

desired. Or dates can be added in later when a garden is confirmed. When information is available, coordinator passes it onto Marketing Communications Chair for inclusion in all appropriate communications.

3. For each Home Garden Tour,
 - a. Confirm date and time (usually 10 am or 10:30 am). Work with the garden owner to confirm if there is a limitation on attendance and understand parking.
 - b. Ask what are the highlights of their yard (coastal, butterfly, shaded, yard art, use of containers/pots). Create a “marketing moment” communication on the highlights of the garden the attendees will experience.
 - c. Identify a local restaurant.
4. Communication & Registration
 - a. Garden Tours are by pre-registration (member only) to manage group size. There may be a limit based on specific gardens.
 - b. The type of garden and tour date with the “marketing moment” blurb may be communicated broadly but the location (member name and address) should only be shared with those who have registered. This notification is required because some locations may have limited parking, area or time. The host will not be overwhelmed with unique questions and requests.
 - c. These are RSVP events; a phone number of attendees is required for any last-minute changes. Also confirm attendees interest in the optional post-event lunch.
5. Pre-Event
 - a. Confirm day and time a month and a week before with garden owner.
 - b. Optional: suggest to garden owner a handout of specific highlights (ex. butterfly garden – handout on milkweed).
 - c. Provide registered attendees with specifics on address, parking, and location of post-tour lunch. Confirm time.
 - d. Determine if reservations needed at chosen restaurant and if so, make them
6. After Event
 - a. Report to the Membership Chair attendance after the event (expected, actual, who) and any insights on improving process.
 - b. Consider photos and a short article for inclusion in the Grapevine.
 - c. Send handwritten thank you to Garden Owner.
7. Yearly submit any updates to these Guidelines via the Programs Chair to the Bylaws & Guidelines Committee.

1st VP & Programs Chair Guidelines

Signed Receipt _____ Date _____

SECOND VICE PRESIDENT & Membership Committee Chair

Overall - Keep an accurate record of the status of all GCSP members. Process all membership applications and submit any dues collected to the Club Treasurer.

Be familiar with 2nd VP duties as stated in the current Bylaws Article X, Section 3 and the Membership Committee, as stated in Article XI, Section 3

The Vice Presidents, in order of their rank, shall perform the duties of the President or other Vice Presidents in the event of their absence or inability to perform their duties, or the special requests of the President as needed.

The Membership Committee consists of members to support membership tables at events, coordinating event volunteers if needed, and tracking attendance.

2nd VP Administrative Guidelines

1. The Membership Chair processes all membership applications, confirming dues paid with or submitting the dues collected (if not automatic) to the Club Treasurer.
 - a. Keep a record for the membership files. Membership files information includes: address, phone number, e-mail address, date joined, any Life Membership, any secondary garden club membership
 - b. Relay new member information (or member information changes) to the Newsletter Editor, Grapevine Editor, Volunteer Coordinator, and Attendance Tracker.
 - c. Current best approach:
 - i. Confirm payment received (via Treasurer) if not direct check – mark on application check number/PayPal confirmation, file hard copy form.
 - ii. Detailed info includes 4-digit zip code – look it up
 - iii. Log into database
 - iv. Send every new member a welcome letter, recognizing them as member of GCSP.
 - v. Provide FFGC updates on new members (or other member changes) on regular basis (recommend quarterly)
 - d. Chair is the admin of shared membership folders (2 – Google Drive) and controls who has edit/read access.
 - e. Deaths should also be noted in membership files
 - f. Retrieve and respond to digital membership requests, changes in member data, membership inquiries received from the GCSP web page.
2. Annual dues are recommended by Board of Directors and voted on by the full membership (per Bylaws)
 - a. Currently dues are \$60.00 a year. GCSP no longer has a spouse membership (although FFGC still recognizes spouses at a lower fee).
 - b. Per Bylaws, members joining in January through April can be given pro-rated membership in following year, if approved by BoD. Therefore, request BoD in Jan – Feb to approve reduced membership fee for NEW members for \$30 Jan-March (or

half of full payment applied to following year, with \$30 due again by May 1) and new members in April applied to following year dues.

- c. Per Bylaws, once a person becomes a member no dues are refunded.
3. Membership Chair submits a budget to the 3rd VP in March, reflecting expected renewals and new memberships (both income from dues and expenses for FFGC and District VIII fees). Renewal projections are based on active members (Tracking data helps - engagement correlates to renewal).
4. Attend all General Meetings, or send a representative. Welcome guests at General Meetings and announce any changes in membership numbers. Present a verbal monthly report of the membership activity at BOD Meeting and General Meetings.
5. Announce membership renewal deadlines at meetings and ask the Newsletter Editor and Grapevine Editor to alert members that renewals are due.
 - a. Renewal Best Practices include informing Life Members the specifics on their dues to be paid, email acknowledgement of renewals, and personal reminders to those who have not renewed but expected (active members based on attendance tracking).
6. Update Club membership application form as needed.
7. Order name tags upon member request - for new members (or replacement of lost badges)
 - a. Cost paid by member in advance of orders- currently name tag cost is \$14
 - b. Order when have 5+ ready; Winmark has our logo /badge design on file.
8. Organize staffing at membership tables to provide club information and encourage enrollment of new members.
 - a. An updated information sheet describing the activities of the Club and membership applications should be available at all functions.
 - b. Events include General Meetings, plant sale, flea market, Green Thumb Festival and the like.
 - c. At Green Thumb Festival in April, at Walter Fuller Park, the city provides the tent, a table, and two chairs.
9. Members of the Membership Committee support finding volunteers for various club activities if requested, aid in tracking attendance, help at welcome table for General Meetings and membership tables at events. The Membership Committee currently includes the following specific positions for committee members: Attendance Tracker, Volunteer Coordinator
 - a. If a job/role/activity is defined in the guidelines and is not filled by a subcommittee or other assigned person, it is the responsibility of the Chair to fulfill that role.
10. A Membership Recognition Celebration may be done at the March or May General Meeting at discretion of BoD. This event is to recognize new members that joined during fiscal year and any 25+ year members. Small tokens of recognition (ex. flowers) may be given.
11. Chair shall update the role guidelines with any changes and notify the Bylaws and Guidelines Committee for review, refine and incorporation
12. If the individual in this position decides to no longer fulfill the responsibility or is no longer in the officer position, the outgoing individual is required to turn over all records (log-ins,

passwords, etc.) and any other connection instructions to the President or incoming individual as soon as possible and no later than mid-June of an election year.

Specific critical timelines:

1. Key date to know - May 15th. By-laws: “Annual Membership Dues shall be made payable to GCSP and remitted to the Membership Chairman by May 1. Failing to remit dues by May 15 results in forfeiture of membership, voting rights, receiving the GCSP Grapevine newsletter and Florida Gardner magazine.”
 - a. Start reminders March 1 – newsletters, General Meetings, Interest Group leaders – renewal dues by May 1.
 - b. Nonpayment of dues will result in the member being dropped from email communication and the member’s name will not be included in the upcoming Yearbook.
 - c. Note that Life Members of GCSP still need to pay \$12 for FFGC; Life Members of GCSP & FFGC do not need to pay anything
 - d. Recommendation – print PayPal renewal info or make check copy for files; send “thanks for renewal” email
2. After the dues renewal collection period ends on May 1, prepare FFGC Membership Report (new form each year on their website) to be received by June 1. Keep a copy in GCSP file. A list of GCSP members is sent to FFGC Headquarters, per FFGC instructions, with a check from the GCSP Treasurer.
 - a. Quarterly (or when have 10-12 new members) provide an updated FFGC Membership Report for new members, reinstated members, or changes to member information. Mail to FFGC Headquarters, per FFGC instructions, with a check from the GCSP Treasurer
3. After the dues renewal collection period ends (May 15) also send a letter to District VIII with a check for District dues (from Treasurer). Currently dues are \$1.00 per member (increased in 2024). We do not send additional money for new members during the year (not cost effective).
4. On June 1 -- update GCSP online Membership to reflect new membership listing and confirm all membership email lists are updated (email grapevine).
5. In late June, provide Yearbook Editor most up to date membership roster for inclusion in printed yearbook.
6. FFGC: On June 1, any member that is not renewed will automatically change to a lapsed status. August 1 closes the renewal period and any members not renewed by August 1st will be treated as new members by FFGC.
7. FFGC Membership Cards are available every other year, after the change in FFGC administration. Provide to members when received.
8. GCSP Membership Cards are printed yearly by Yearbook Editor. Provide to members when received.

Volunteer Coordinator Guidelines

1. When requested by an event leader (or Membership Chair), support finding volunteers for specific activities. This could include:
 - a. Working with event leader on what's needed
 - b. Working with Website Coordinator for on-line volunteer forms or doing it the "old fashioned way" with sign-up sheets at meetings.
 - c. Communicating at General Meetings the need for volunteers. Making sure Interest Group Leaders are aware of volunteer needs to talk at their meetings.
 - d. Working with Email Coordinator for communication on the need for volunteers.
2. At events, work with event coordinator to welcome volunteers, and make sure they get to designated areas.

Attendance Tracker Guidelines

1. Have sign-in forms at all meetings/events – regularly print more sign in forms.
 - a. Yearly send reminder to new Interest Group Leaders where to leave sign-in forms
2. All sign-in forms go to Attendance Tracker for input into excel tracking form.
 - a. Originals requested to stay at club - Copy form or picture to tracker.
 - b. Monitor guests; call/send information on membership.
3. Chair to request updated excel spreadsheet from tracker for analysis (usually midyear and year end), look at % active attendance, popular events, etc. and report to BoD.

2nd VP & Membership Chair Guidelines

Signed Receipt _____ Date _____

THIRD VICE PRESIDENT – Budget & Finance Committee Chair

Overall - Responsible for supervising the financial activities of the Club, as stated in Article X, Section 5 and Chair the Budget & Finance Committee as stated in Article XI, Section 4 of the Bylaws. This includes, but is not limited to, overseeing investment activity, maintaining adequate insurance including bonding of the Club's financial officers, understanding our lease agreements and rental contracts/information including overseeing the rental agent.

The Vice Presidents, in order of their rank, shall perform the duties of the President or other Vice Presidents in the event of their absence or inability to perform their duties, or the special requests of the President as needed.

3rd VP Administrative Guidelines

1. Chair identifies Committee Members per By-Laws description for regular audits of all financial accounts. Committee Members review the Treasurer's records every three (3) to six (6) months September, December, March and June. Report findings to the Executive Committee and the Board of Directors.

2. The Chair may appoint a vice-chair from the members of the committee.
3. Maintains adequate insurance including bonding of the Club's financial officers via yearly reviews of insurance policies versus projected programs and club needs.
4. Understands club's requirements (insurance, permitting, communications) based on our lease agreement. Review and research insurance options in April for June renewal.
5. Insures we have adequate rental contracts per budgeted income, including overseeing the rental agent and having a contract (Rental Agent Contract) in place with that individual. See below Rental Agent Guidelines
6. In March, begins to prepare a proposed budget for the next fiscal year (June 1st to May 31st). Present this budget, with printed copies, to the Executive Committee and the Board of Directors for approval at their May meetings.
 - a. Request input to proposed budget from all Stading Committee Chairs, Interest Group Leaders, Rental Agent, and others with existing budget line items.
 - b. Have discussions to reconcile budget requests with income projections.
7. In conjunction with the Treasurer present a comprehensive end of year report of the financial standing of the GCSP, including designated funds being held, investment holdings, and carry over funds, to the Executive Committee along with the proposed budget at the May Executive Committee meeting, for full disclosure and understanding.
8. The Third Vice President, along with the Treasurer, monitors the budget throughout the year to be sure all spending stays within the approved budget. All unbudgeted expenses MUST be approved by the Board of Directors.
9. Shall update the role guidelines as new learning in the role identifies new best practices.
10. if the individual in this position decides to no longer fulfill the responsibility or is no longer in the officer position, the outgoing individual is required to turn over all records (log-ins, passwords, etc.) and any other connection instructions to the President or incoming individual as soon as possible and no later than mid-June of an election year.
11. Update the role guidelines with any changes and notify the Bylaws and Guidelines Committee for review, refine and incorporation.
12. If a job/role/activity is defined in the guidelines and is not filled by a subcommittee or other assigned person, it is the responsibility of the Chair to fulfill that role.

RENTAL AGENT GUIDELINES

Rental agent guidelines need to be created to provide guidance on the Rental Agent Process. These guidelines will include the following information and forms, some of which are for ANYONE utilizing the building including members groups.

- a. Building Keys access (monitored by the President)
- b. Before you go.....log sign out sheet.
- c. Rental Monitor Guidelines
- d. Building Damage Report
- e. Building Incident Report.
- f. Rental Contract (for those renting facilities)

3rd VP and Budget & Finance Chair Guidelines

Signed Receipt _____ Date _____

RECORDING SECRETARY

Overall - Record the minutes of all Executive Committee, Board of Director, and General Member Meetings and preserve the necessary records of the GCSP, except those assigned to others such as membership and treasurer. The Minutes become a legal record of the GCSP.

Be familiar with Recording Secretary duties as stated in the current Bylaws Article X, Section 6 as well as Robert's Rules of Order, 'Minutes and Reports of Officers'

Recording Secretary Administrative Guidelines

1. Take minutes at Executive Committee, Board of Director, and General Member Meetings
 - a. The Recording Secretary must have computer knowledge to document the minutes of meetings. Minutes may be saved on a thumb drive after they are approved, but it is recommended to keep hard copies on file.
 - b. As a guide for taking Minutes, use the proposed agenda provided by the President before the meeting.
 - c. E-mail a copy of the Minutes to the pertinent Board members within a week to 10 days following meetings, so changes/corrections can be made if necessary. Minutes can be corrected only by the Recording Secretary at the direction of the group to which the Minutes pertain.
 - d. The Executive Committee receives Minutes of the Executive Committee Meetings, the Board of Directors' Meetings, and the General Meetings, for approval. The Board of Directors receives Minutes of the Board of Directors' Meetings, and the General Meetings, for approval.
 - i. make the appropriate changes/corrections identified with notations on the original copy, if/when the President asks if there are any corrections to be made to the Minutes as presented.
 - e. Be sure the approved Minutes are signed by the President and the Recording Secretary, as legal documents.
 - f. No Officer may arbitrarily correct or change the Minutes after they have been approved
2. Minutes shall be made available to members upon request.
3. Maintains the official record books digitally for Bylaws, Guidelines, and Minutes, with any amendments to these documents properly recorded.
 - a. Holds the thumb drive containing the official Bylaws and Guidelines. Both documents will also be available to the club website in the Members Only section. Reference the Bylaws & Guidelines Committee Guidelines for updating these documents.
 - b. A Hard Copy of the GCSP Guidelines should be available at all BOD and General Meetings. This Hard Copy version contains the signed acknowledgement of guidelines receipt for all Officers and Chairs.

4. Refer to Retention Guidelines for additional guidance. Annually lead Executive Committee review of Retention Guidelines.
5. Shall update the role guidelines with any changes and notifying the Bylaws and Guidelines Committee for review, refine and incorporation.
6. If the individual in this position decides to no longer fulfill the responsibility or is no longer in the officer position, the outgoing individual is required to turn over all records (log-ins, passwords, etc.) and any other connection instructions to the President or incoming individual as soon as possible and no later than mid-June of an election year.

MINUTES SHOULD INCLUDE:

1. The name of the Club; the name of the Committee.
 - a. Include the kind of meeting: Executive Committee, Board of Directors', GCSP General Meeting, or Special Meeting called by the President.
2. Date and time for the meeting and time of adjournment.
3. Attending officers and chairs/ co-chairs, group leaders /co-leaders; any guests/non-voting attendees, and whether a quorum was established.
4. Whether the Minutes of the previous meeting were approved as read— or as corrected. Any correction approved by the assembly is made in the text of the minutes being approved; the minutes of the meeting making the correction state that the minutes were approved “as corrected” without specifying what the correction was.
5. Record all main motions, whether sustained or lost, and the action taken.
 - a. Do not record debate or opinions. In the case of a debate, the Recording Secretary states, “the subject was debated, and the vote results recorded without detail.” Names of those who are involved in the debate are not listed. What is said is never reported, only what is done/to be done.
 - b. The name of the member who introduces a motion is included but not that of the member who seconded the motion.
 - c. To record the results of a vote taken on a motion or recommendation: If there is no question/contention about its being adopted or defeated, record only the results. If there is a question/contention, a full report should be recorded of all votes cast, which includes the number of “ayes”, the number of “nays”, and the number of abstentions.
6. In the meeting, the Treasurer’s Report gives the balance in the accounts as of the specified date reported and the President responding, “The report will be filed.”
 - a. It is recommended that the Treasurer be requested to provide the Recording Secretary with an electronic copy to ease note-taking.
7. A Chair’s report, should be given to the Recording Secretary in writing and electronically to be attached to the Minutes; the Recording Secretary states in the Minutes: “such and such report given by Jane Doe, report attached.” Only important details of the report should be summarized, if presented in a meeting, but entire contents of the reports are not required. The Chair’s reports are kept on file.
8. Only business conducted and the program presented are reported. The list of hosts, “thank you” notes, etc., may be recorded or not.

The Minutes must be maintained indefinitely in a notebook or electronically on a thumb drive. They are the history of the Club.

Document Retention and Destruction Policy

1. Purpose - The purpose of this Document Retention and Destruction Policy is to ensure that necessary records and documents of The Garden Club of St. Petersburg (GCSP) are adequately protected and maintained, and to ensure compliance with federal and state laws and regulations.

2. Policy - GCSP shall retain records as outlined in the “Document Retention Schedule” below. Documents that are no longer necessary for legal, tax, or operational purposes shall be systematically destroyed (applies to both hard copy and digital).

3. Administration - The Recording Secretary shall oversee the implementation of this policy and the regular review of documents to ensure proper retention and destruction.

4. Document Retention Schedule

Document Type	Retention Period	Who or Where
Articles of Incorporation	Permanent	President
Bylaws and amendments	Permanent	Recording Secretary
IRS determination letter (501(c)(3))	Permanent	Treasurer
Tax-exempt status applications (Form 1023/1024)	Permanent	Treasurer
Board meeting minutes	Permanent	Recording Secretary
Strategic plans	7 years	President
Audited financial statements	Permanent	Treasurer
General ledgers	7 years	Treasurer
Bank statements and reconciliations	7 years	Treasurer online
Canceled checks and deposit slips	7 years	Treasurer online
Grant records (applications, reports)	7 years	Awards & Grants Chair
Expense and revenue records	7 years	Treasurer
IRS Form 990 and supporting documents	7 years	Treasurer
Payroll tax filings (Forms 941, W-2, W-3)	7 years	Treasurer
State and local tax filings	7 years	Treasurer
Contracts	7 years	3rd Vice President
Insurance policies (after expiration)	3 years	3rd Vice President
Legal correspondence	7 years	Corresponding Secretary
Donor records and acknowledgment letters	5 years	Treasurer
Fundraising and Event materials	3 years	Fundraising Chair
Guidelines Manual	3 years	Recording Secretary

5. Electronic Documents and Backups - Electronic documents shall be retained in accordance with this policy. Backup media will be stored securely and maintained in accordance with applicable standards.

6. Document Destruction - Documents that have satisfied their retention period will be destroyed in a secure manner, including shredding physical copies and securely deleting digital files.

7. Litigation Hold - In the event of pending or actual litigation, audits, or government investigations, document destruction will be suspended for relevant documents until it is determined they are no longer needed.

8. Review and Approval - This policy shall be reviewed annually by the Executive Committee and updated as necessary annually in September. (Review led by Recording Secretary.)

Recording Secretary Guidelines

Signed Receipt _____ . Date _____

CORRESPONDING SECRETARY

Overall – Personally manages all outgoing Garden Club correspondence as directed by the President or Board of Directors.

Be familiar with Corresponding Secretary duties as stated in the current Bylaws Article X, Section 7

Corresponding Secretary Administrative Guidelines

1. Calls the roll at the Board of Directors' meetings, counts the number present and declares if there is a quorum. If there is a quorum, announce "we have a quorum" or "we do not have a quorum."
 - a. Article IX, Section 2, part g, establishes a quorum as four elected officers plus 50% of Standing Committee Chairs and Interest Group Leaders, The specific number this represents needs to take into account individuals with multiple hats (only one vote) and open positions.
 - b. Maintains the list of appointed Chair/co-chairs and Group Leader/co-leaders.
2. Writes all outgoing Garden Club correspondence as directed by the President or Board of Directors.
 - a. Copies of critical outgoing correspondence should be kept in files (reference to Retention Limits Guidelines)

- b. A gracious, handwritten thank you note for major donations (cash or non-cash) will follow notification by Treasurer.
 - c. Writes a note of get well or congratulations or happy birthday to GCSP members.
- 3. A "Sunshine Coordinator" may be identified to manage major unfortunate situations, significant health issues, or condolences. Regardless of the situation the Corresponding Secretary will immediately send a card (ex. Sympathy) to the member from the club.
 - a. The Sunshine coordinator will proceed to contact the involved GCSP member/family member to comfort, understand and determine (with member/family approval) if a notification should be sent to the GCSP Membership via a broadcast e-mail.
 - b. In order to protect the privacy of the members, notices of the death of a member or the family member of a member, may only be sent with the permission of the member or the member's family
 - c. The Sunshine lead will provide a written note to the President and Email Coordinator for membership notification.
- 4. Reads incoming mail, as requested/directed by the President, to the Executive Committee, the Board of Directors, and/or GCSP general meetings.
- 5. Is responsible for providing the name tents for the members of the Board of Directors. The name tents may be prepared by the Corresponding Secretary or may get help from another source. The Corresponding Secretary also sees that all Board of Directors' name tents are placed at each meeting, collected, and then put away after the meeting.
- 6. Orders and maintains stationary for the Executive Board.
- 7. If a job/role/activity is defined in the guidelines and is not filled by another assigned person, it is the responsibility of the Chair to fulfill that role.
- 8. Shall update the role guidelines with any changes and notifying the Bylaws and Guidelines Committee for review, refine and incorporation
- 9. If the individual in this position decides to no longer fulfill the responsibility or is no longer in the officer position, the outgoing individual is required to turn over all records (log-ins, passwords, etc.) and any other connection instructions to the President or incoming individual as soon as possible and no later than mid-June of an election year.

Corresponding Secretary Guidelines

Signed Receipt _____ Date _____

TREASURER

Overview: The duties of the Office of Treasurer require very special skills and experience, and it is one of the most important and time-consuming positions in the Garden Club. The Treasurer is elected by the membership and may be reelected with a term limit of 8 years, if qualified.

The Treasurer is responsible for accurately handling, recording and reporting all of the Club's financial activities. This guideline expands details on the duties specified in the Bylaws under Article X Section 8.

The Treasurer is the custodian of the GCSP credit card. When there is a change in Treasurers, a new credit card must be applied for.

Treasurer Administrative Guidelines

1. The GCSP, with the authorization of the Executive Committee, maintains checking accounts in a local bank. Investment accounts are maintained in other financial institutions as needed.
2. All financial transactions are made through the Treasurer. The financial records of the GCSP are kept by the Treasurer, who provides the Board of Directors with monthly financial statements. At the General Members meeting the ending balance of the 2 bank accounts and any other outstanding financial reports are verbally provided. The Investment savings is not announced at the General meetings.
3. The financial officers who have signatory access to the accounts (President, First Vice President, Treasurer, Assistant Treasurer) are bonded by the GCSP.
 - a. When any one or all of the above four (4) positions change the bank and savings signatory needs to be changed as quickly as possible.
 - b. The approved minutes from the Recording Secretary with the officer's announcement and the officer's legal identification are required for the bank. A current officer on the bank statement needs to be at the bank with the new officer(s).
 - c. When the Treasurer is leaving the County or State for a period of time. The Treasurer will pass the checkbooks on to one of the other financial officers.
4. A Bookkeeper (an individual or company) is hired as needed by the GCSP to assist the Treasurer with posting the transactions in accounting software, and is closely supervised by the Treasurer. The contract with the Bookkeeper and the salary are approved by the Executive Committee. (Specific Guidelines for Bookkeeper are below)
5. The Treasurer manages Official Donations Acknowledgement - Maintains accurate and detailed records of all donations, including donor information, date, and amount or description of contributions. These records are essential for Club tax deductions and non-profit compliance. Donations made to the Club are tax deductible for the donor.
 - For donations of \$250 or more, Treasurer will provide a written acknowledgment with specific information about the donation and any goods or services provided in return. Donors are responsible for determining the Fair Market Value of non-cash contributions (sale items, plants, etc.).
 - For "Quid pro quo" contributions (ex. services), only for contributions over \$75 is a written disclosure required, stating that the deductible amount is the contribution less the value of any goods/services received, and providing a good faith estimate of that value.
 - Non-cash donations are the property of the GCSP after donation is accepted.
 - If a donor restricts their donation to a specific program or activity, the GCSP will follow these restrictions.

- For larger donations/contributions, the Treasurer may notify another officer (President or Corresponding Secretary or Grounds Chair) of the donation after official acknowledgement, for them to provide a more personalized, handwritten thank you.
6. The Treasurer must ensure that the registration number CH5076, and the following statement in capital letters, that was issued by the Department of Agriculture, be listed on every printed solicitation, written donation confirmation, receipt, or reminder of a contribution:
 - “A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE.”
 7. The Treasurer maintains a copy of The Letter of Determination from the Internal Revenue Service at the club and in the Treasurer’s files.
 8. Two authorized, bonded members or their appointee should count monies collected at events.
 9. An internal review of the Treasurer’s records should be done every three (3) to six(6) months September, December, March and June. Per Article XI, Section 4.f. the final fiscal year review must be completed by June 15th by the Budget and Finance Committee.
 10. The “Conflict of Interest Policy” must be issued to each member of the Executive Committee on an annual basis. Completed forms are maintained by the Treasurer and are made available to the Department of Agriculture.
 11. The Treasurer, or the Assistant Treasurer under the direction of the Treasurer, are the only persons authorized by the Board of Directors to report monetary donations in the Grapevine. No other individual or officer may submit a report of GCSP donations or fundraising proceeds.
 12. All reports of the Treasurer should be initialed and dated by the preparer.
 13. The Treasurer shall update the role guidelines with any changes and notifying the Bylaws and Guidelines Committee for review, refinement and incorporation.
 14. If the individual in this position decides to no longer fulfill the responsibility or is no longer in the officer position, the outgoing individual is required to turn over all records (log-ins, passwords, etc.) and any other connection instructions to the President or incoming individual as soon as possible and no later than mid-June of an election year.

MEMORIALS AND BEQUESTS Guidelines

The Memorial Fund was founded in 1966 as a permanent resource to be used for purposes selected by the Executive Committee and the Board of Directors of the Garden Club of St. Petersburg, unless otherwise stipulated. It is designed for when someone wishes to offer a memorial donation/contribution in memory of a deceased member, relative or friend, or in honor of a living member, relative or friend.

1. When a donation/contribution is proposed, request the name of the donor, the name of the honoree, the donor’s address, and if applicable the address of the honoree family.
2. For monetary donations – Same procedure as any other cash donations. Treasurer leads official acknowledgement, followed by either President OR Corresponding

Secretary for a memorial card to send to the family of the honoree and a thank-you note to the donor.

3. For hardscape or plant material donation for the gardens – A review of the requested donation/memorial bequest needs to be coordinated with the Executive Committee and the Grounds Committee Chair to determine if the proposed memorial donation aligns with GSCP mission, our lease requirements, and the landscape vision of the Grounds Chair. If acceptable, the Grounds Chair will coordinate the installation and the Treasurer coordinates with the President OR Corresponding Secretary for a memorial card to send to the family of the honoree and a thank-you note to the donor, while providing an Official Acknowledgement letter. If not acceptable, the Corresponding Secretary coordinates with the President for appropriate communication. All donations made to the GCSP become the property of the GCSP.
4. For memorial bricks to be added - The GCSP maintains a memorial brick garden in front of the building, before the Blue Star Memorial, which is made up of bricks purchased to honor or remember a person or persons, with the person's name inscribed on the brick.
 - a. The individual who is requesting the brick will submit the appropriate form and \$100 fee to the Treasurer.
 - b. When the Treasurer has 3 or more requests the bricks will be provided to the engraver.
5. The GCSP asks that any member contemplating Estate Planning to kindly consider making a bequest to the Garden Club. This bequest would go directly to the GCSP according to the provisions of the Trust or Will.

The Blue Star Memorial Marker was dedicated on November 11, 2014 details of this program are under the Community Outreach guidelines. The Blue Star Memorial begins at the benches on the front walk and continues to the marker. The Blue Star Memorial bricks are to honor veterans: past and present. The brick form and costs are the same as the memorial bricks. The GCSP maintains a list of brick donations. The list was destroyed on September 26, 2024.

SPECIFIC TREASURER'S RESPONSIBILITIES

1. Prepares various monthly Treasurer's Reports:
 - a. A detailed excel sheet is sent to the Bookkeeper (if there is one) with opening/closing balance, deposits and withdrawals, account codes and specifics to match the bank statements.
 - b. A summarized report is reviewed at the Board meeting. A digital copy is provided to the Recording Secretary.
 - c. The bookkeeper or Treasurer maintains a report that has the budget, actual and % spent monthly.
 - d. A PDF of any report the Treasurer creates is available to any GCSP member upon request.
2. Receives all monies and issues proper receipts as requested. Deposits should be made in a timely manner.
3. Pays all bills promptly and issues checks to authorized members when reimbursement is requested on the proper forms. Reimbursement may be delayed without properly signed receipts and/or statements. The specific form for the expense should be used when available.

4. Reconciles the bank statements monthly, verifying that all financial entries are correct.
5. Keeps an accurate accounting of all designated funds. Designated funds must have their own line item.
6. Is responsible for the timely filing of all Federal, State, County, and City reports, permits and sales taxes. This includes the SunBiz annual report in February. In an election year, per the bylaws, the President updates the Florida Department of Corporations to maintain compliance.
7. Submit monthly Sales Tax due to the Florida Dept. of Revenue from rentals prior by the 15th of each month. If there are no rentals to report, the Sales Tax form is submitted as zero sales and no tax due.
8. Is the sole custodian of a GCSP credit card to be used only for fees or expenses that can only be paid with a credit card.
9. A 1099 is required for all workers who receive over \$600 annually for payments from January to December. This includes but is not limited to the Rental Agent, Rental Monitors, and paid workers who are not incorporated. Utilizing accounting software the Bookkeeper or Treasurer can provide the information to the CPA for the 1099 to be mailed by January 31st of each year to the necessary people and the IRS.
10. Prepares a detailed financial report for the Executive Committee following all major events, such as the Flea Market, Plant Sale, etc.
11. Is available during all Garden Club events where monies are collected.
12. Be in attendance all hours of ANY large fundraiser to control all income for fundraising. The Treasurer will write applicable checks when requests are reviewed and expenses are identified.
13. Always have a check book available at meetings.
14. In April, works with the Budget & Finance Committee for the upcoming fiscal year budget, to be approved at the BoD meeting in May. June 1st starts the new year.
15. The costs of the Bookkeeping and CPA fees, permits, and the Treasurer's supplies are included in the GCSP annual Budget.
16. The Treasurer, along with the Third Vice President, monitors the budget throughout the year to be sure all spending stays within the approved budget. All unbudgeted expenses must be approved by the BoD.
17. Maintains communication with the Assistant Treasurer to be sure the Assistant Treasurer is familiar with all of the procedures and duties of the Office of Treasurer, to assist or substitute, if necessary. Assigns duties to the Asst. Treasurer to cover aspects of record keeping. In turn, the Asst. Treasurer reports results to the Treasurer to facilitate reporting, i.e. PayPal sales.

Term Clarification:

DESIGNATED FUNDS - A designated fund is a fund specifying a purpose for which the funds are to be used. If donated, the funds should accurately reflect the purpose of the donation, the donor's name, amount of cash or check donated, date given, and any activity on the account. Disbursements should be itemized with the date of the transaction, an explanation of the expenditure, and applied to the particular fund being accessed. Designated funds are carried over from year to year until funds are depleted. All designated funds should be itemized and total funds displayed.

WORKING CAPITOL - The amount of the Garden Club's working capital can be determined in the following manner: from the total in the investment account(s), subtract the designated funds, add the cash balances from the checking accounts to give the working capital amount.

BOOKKEEPER GUIDELINES

1. The Bookkeeper is a person or firm contracted, with the approval of the Executive Committee, to assist the Treasurer by posting and maintaining all of the GCSP financial data in any software application (QuickBooks, Peachtree, Excel).
2. The Bookkeeper is under contract with the GCSP, with a salary approved by the Executive Committee and included in the GCSP annual budget.
3. The Treasurer closely supervises the work of the Bookkeeper. The Treasurer provides a bank statement, details of the transactions with account codes monthly. All financial data to the Bookkeeper will be entered into an approved accounting software. The Bookkeeper, in turn, supplies monthly reports back to the Treasurer who verifies them for accuracy.
4. The Bookkeeper and Treasurer keep in close contact with each other to make sure all questions are answered and there is a complete understanding of the data supplied.
5. The Bookkeeper, upon request from any member through the Treasurer, supplies reports of activity in certain accounts to enable the members to more effectively do their work, i.e.: the amount available in certain accounts or a designated fund.
6. The Bookkeeper supplies the Treasurer and the CPA with paper and/or digital delivery of all of the year's activity, as soon as possible, after the end of the fiscal year, May 31.
7. The Treasurer keeps the Bookkeeper's contract on file and is responsible for any updates or replacements should there be a change in Bookkeepers.
8. The Bookkeeper may also act as CPA to facilitate accurate and timely income tax reporting.

Duties	Frequency	Treasurer	Bookkeeper
File Annual Report SunBiz	Annually	X	
In an election year update SunBiz	Bi-Annually	X	
Receive requests for reimbursements	Daily	X	
Pay bills	Weekly	X	
Enter manual checks, including Petty Cash expenditures	Weekly	Checkbook	Accounting Program
Enter online banking payments	Weekly	Checkbook	Accounting Program
Enter deposits: cash/check donations (Dues, Assessments, Program Fees, etc.)	Weekly	Checkbook	Accounting Program

Receive cash and provide receipts	As needed	X	
Enter in-kind donations & donations	As needed		Accounting Program
Reconcile bank accounts to statements	Monthly	Checkbook	Accounting Program
Review Rental Security Deposits for Forfeitures Amounts to be transferred	Year end	X	
Reconcile credit card bill	Monthly	X	
Prepare Treasurer's Reports	Monthly	X	
Calculate and File State Sales Tax	Monthly	X	
Prepare file of Accounts for Federal Tax filings to Accountant	Year end	X	Accounting Program
Enter Budget for Coming Year	Year end		Accounting Program
Provide ad hoc reports on accounts	When requested		Accounting Program
Check Financial Forms for all Major Events	As Needed	X	
Prepare Financial Reports for all Major Events	As Needed	X	Accounting Program
Produce Conflict of Interest Reports	Year end	X	
Identify Memorial Donations and notify Memorial Chairman	As Needed	X	
Prepare and send 1099s and 1096	January	X	
View Morgan report for Exec. Committee	Monthly	X	

Treasurer Guidelines

Signed Receipt _____ Date _____

ASSISTANT TREASURER

The Assistant Treasurer is elected by the membership, for a two-year term, may be reelected for a second term, and is a member of the Executive Committee, the Board of Directors, and the Budget & Finance Committee.

Overall - Assist the Treasurer with agreed upon shared responsibilities. Be familiar with Assistant Treasurer duties as stated in the current Bylaws Article X, Section 9

Assistant Treasurer Administrative Guidelines

1. Works closely with the Treasurer, is authorized to sign checks.

2. Should be able to perform all other duties of the Treasurer in the event of the Treasurer's absence or inability to perform the duties of that Office.
3. Assists the Treasurer at the Board of Directors' Meetings, GCSP events, and with financial forms as needed.
4. Will serve as the point of collection for reservations and donations (fees) to be collected for special events, keeps accurate records, and in a timely manner, turns all monies over to the Treasurer. Checks are not to be held for more than two (2) weeks before being turned over to the Treasurer.
 - a. If unavailable to serve as a point of collection for an activity or event, the Assistant Treasurer must make arrangements for a responsible substitute, with the approval of the President and Treasurer.
5. Shall turn over all records and instructions to the incoming Assistant Treasurer no later than the Board of Directors' Meeting in June.
6. Shall update the role guidelines with any changes and notify the Bylaws and Guidelines Committee for review, refinement, and incorporation.
7. If the individual in this position decides to no longer fulfill the responsibility or is no longer in the officer position, the outgoing individual is required to turn over all records (log-ins, passwords, etc.) and any other connection instructions to the President or incoming individual as soon as possible and no later than mid-June of an election year.

Assistant Treasurer

Guidelines Signed Receipt _____ Date _____