



Policies and Procedures of The Landings Garden Club, Inc.

Policies and Procedures govern the orderly transaction of business of The Landings Garden Club, Inc. (the “Club”) and are adopted pursuant to the authority granted in Articles VII and VIII of the Club’s Bylaws.

These Policies and Procedures may be adopted or amended with prior notice by a majority vote of the Board of Directors (BOD) members present at any meeting. They may be amended or rescinded without prior notice by a two-thirds vote of the BOD members present. Policies and Procedures remain in force until amended or rescinded.

I. AGENDA (*Bylaws – Article V: Meetings*)

The following agenda shall be used at all regular membership meetings unless otherwise directed by the President:

- Call to Order
- Pledge of Allegiance
- Reflection of Thanks
- Approval of Minutes
- Correspondence (Secretary)
- Treasurer’s Report
- President’s Report
- Standing Committee Reports
- Special Committee Reports
- Unfinished Business
- New Business
- Adjournment of Business Meeting
- Program

II. MEMBERSHIP ADMINISTRATION

(*Bylaws – Article III*)

A. Membership administration shall be conducted in accordance with the Club’s Bylaws and policies approved by the Executive Committee.

B. The Membership Chair shall serve as the custodian of the official membership roster.

C. The official membership roster shall be maintained in a Club system approved by the Executive Committee.

D. The official membership roster shall be the sole source for Club-wide communications.

III. CLUB POLICIES

A. The President and Treasurer shall serve as signatories unless otherwise determined by the Executive Committee.

B. Expenditures exceeding approved committee budgets must be approved by the Executive Committee.

- C. The Executive Committee shall determine appropriate memorial gifts or donations upon the death of a member or an immediate family member.
- D. The Charitable Gifts Committee chaired by the Treasurer, will meet in the spring to determine gifts, and a report will be given to the membership at the Annual Meeting.
- E. At the conclusion of each Executive Committee term, the financial records of the Club shall be reviewed in a manner approved by the Executive Committee.
- F. Access to members-only materials shall be restricted and shall include the current membership roster and other information as approved by the Executive Committee. These documents are exclusively for the use of club related purposes.
- G. No member shall engage in transactions that result in improper personal benefit. This policy supplements applicable nonprofit conflict-of-interest laws.
- H. Any member(s) experiencing or witnessing harassing communication, inappropriate and/or disruptive behavior, from another member(s), as it relates to any Landings Garden Club business and/or activities, shall report the incident(s) immediately to an Executive Committee Member. The Executive Committee will address the conflict privately and constructively with those members. The situation will be handled on a case-by-case basis. Consequences will be voted on by the Executive Committee and may result in either a written warning or termination of membership.
- I. All press releases and articles concerning the Club shall be submitted to the Publicity Chair and approved by the President prior to release.
- J. Each outgoing officer and committee chair shall prepare a transition report for their successor.
- K. The Club's liaison with affiliated organizations is encouraged to attend BOD meetings in an advisory capacity.
- L. Standing Committees and their duties shall be established by the BOD and reviewed periodically. Committee descriptions may be maintained separately from this document.
- M. Officers and Committee Chairs shall maintain a record of duties, responsibilities, and recommendations for future reference.
- N. Each board member shall be entitled to one vote on the Board of Directors regardless of how many positions they hold.
- O. Requests for reimbursement of personal expenditures shall be submitted within thirty (30) days using the Treasurer's reimbursement form and shall include appropriate documentation.
- P. The Board of Directors are authorized to meet by telephone conference or through other electronic communications media so long as all members may simultaneously hear each other and able to participate during the meeting.
- Q. The Club's website and social media accounts shall be maintained by members designated by the President with the approval of the Executive Committee.

IV. COMMITTEES

The President may appoint Standing and Special Committee Chairpersons to serve concurrently with the term of office of the Board of Directors. Committees operate under the general supervision of the Executive Committee. Committee structure and scope may be reviewed and modified as needed.

The following are the Standing Committees:

- Awards – Oversees participation in District, State, Deep South, and National awards programs.
- Bethesda – Plans and coordinates gardening projects on the Bethesda Campus.
- Birds and Conservation – Promotes conservation education related to plants, wildlife, birds, and the environment.
- Container Gardens – Oversees container gardens at Landings Golf and Athletic Club facilities.
- Design – Coordinates floral design for meetings and events.
- Holiday Gates Decorations – Oversees holiday gate decorations.
- Horticulture – Promotes horticultural education and member engagement.
- Hospitality – Coordinates hostesses and meeting logistics.
- Membership – Maintains roster and supports recruitment and retention.
- Newsletter – Publishes the Club newsletter.
- Programs – Plans and coordinates educational programs.
- Publicity – Manages Club publicity with President approval.
- Serenity Garden – Oversees the Serenity Garden at the Anderson Cancer Institute.
- Skidaway Farms – Oversees planting and harvesting activities for donation.
- Social media – Facebook, Instagram, Website.
- Sparrow Field – Oversees the pollinator garden at Sparrow Field.
- Village Library - Plant and maintain containers and front garden beds as needed.
- Ways and Means – Coordinates approved fundraising activities.
- Yearbook – Compiles and distributes the Club Yearbook.

Subcommittees and special committees may be established as needed. These include liaisons, legislative issues, initiatives, Arbor Day celebrations, seasonal decorations, etc.

These Policies and Procedures were adopted by vote of the Board of Directors of The Landings Garden Club, Inc. on February 16, 2026, March 16, 2026.

Revised: 12-4-25; 1-13-26; 1-18-26pm, 2-6-2026, 2-16-2026GR-final, 3-9-2026GR, 3-16-26-final.