

**WHITE MOUNTAIN COMMUNITY GARDEN
("WMCG")**

STANDING RULES

[Adopted January 9, 2018, as Amended August 14, 2018, amending 1.2.1(b)]

Standing Rules supplement the Bylaws. The Bylaws can only be amended through a lengthy process which requires recommendations by the board and then a thirty (30) day advance publication to the Active Membership prior to voting by the Active Membership. However, unlike the Bylaws, any Standing Rule may be waived on a one-time basis at any regularly scheduled meeting of the Active Membership or of the board. The duties of officers, board members, and others as set forth herein supplement the Bylaws, are general and non-inclusive in nature, and may be expanded at any time by the President.

**ARTICLE ONE
MEMBERSHIP
(Supplementing Article II of the Bylaws)**

1.1 Prospective Members:

- 1.1.1 Pre-application Requirements. There are no pre-attendance requirements for membership.
- 1.1.2 Application. (i) for Active Membership, must make a commitment to attend a minimum of three (3) Active Membership meetings and actively participate in the organization (an Active Member is automatically also a Garden Member without payment of any additional fee); (ii) for Garden Membership only, must consent to regularly participate in the garden as a committed space grower and/or as a HEALP program participant committing to a minimum of working two (2) hours per week in the community garden. Required fees must be paid at the time of application.

1.2 Membership Requirements:

- 1.2.1 New Member Procedure – Applies to both Active Members and Garden Members:
 - (a) New Member Applicant's completed application form submitted with payment of dues. Application must designate whether a Garden Member or Active Member.
 - (b) Family Membership. A maximum of two (2) adult persons constitute a "Family Membership" that pays one membership fee plus an extra fee for the second name badge. Adults applying for a "Family Membership" may be, but need not be, related to each other and living in the same household. Minor children of a member may participate with and under the supervision of the member without payment of an extra fee and are to wear a name badge of their own making. If two adults who constitute a Family Membership both participate and are counted as Active Members in good standing, only one shall be entitled to vote, even if both are in attendance at a meeting calling for a vote by the membership. Before each such vote, the participating Family Membership adults shall decide between them who will be designated as the voting member, and if necessary, shall be identified on a roll call prior to any vote.
 - (b) Orientation. New Member Applicant, before participating in the garden, is to attend an orientation, and sign the Navajo County Release of Liability.
 - (c) Garden Rules & Release. New Member Applicant receives the most up-to-date version of the Garden Rules & Release and is to sign acknowledgement of receipt of Garden Rules & Release.
 - (d) HEALP Program. New Garden Member HEALP program participant must chose at least one garden team to work on; if not chosen within seven (7) days of orientation, assignment will be arbitrarily made by the HEALP Program Coordinator.
 - (e) New Member permanent identification badge ("ID or Name Badge") ordered.
 - (f) Permanent ID badge received, current year's sticker attached, and presented to the New Member.

WHITE MOUNTAIN COMMUNITY GARDEN
(“WMCG”)
STANDING RULES
(continued)
Page 2 of _____

- 1.2.2 Dues and Fees: (Dues and Fees are determined by the Board periodically in order to meet the anticipated financial needs of WMCG)
- (a) **Membership Dues.** Pursuant to Section 2.4 of Article II of the Bylaws, within thirty (30) days of the Board’s setting the amount of dues payable, the members shall be notified of the amount and when due. Renewal dues may be prepaid no sooner than October 1st. Dues are due as of January 1 and considered delinquent by February 15 and will be strictly enforced. Delinquency means that such delinquent member will lose any rights he or she may have until such time as the dues have been paid.
 - (b) **ID Badge Fees.** The first ID badge is currently included in the membership dues. Any additional ID badges must be paid for before the ID badges will be ordered.
 - (c) **Water System Fees.** Fees are payable upon reservation being accepted for a raised bed or ground space by member space growers, with such fees being placed into the Water Systems Fund to help defray costs associated with the water systems, including but not limited to maintenance and repair of the water system lines and equipment. Such fees may be used for other purposes as may be determined by the Board to be necessary or beneficial to the space growers or to the Garden as a whole. See separate documentation required to be adhered to as promulgated by WMCG as part of its policies and procedures, including but not limited to any Dues & Fees Schedules and Watering Rules & Schedules.
- 1.2.3 Attendance and Participation:
- (a) **Active Members minimum attendance requirements.** Active Members must attend the annual election meeting held in September of each year. A yearly attendance requirement of at least three (3) WMCG meetings is also required; however, such requirement may be excepted (waived) on a case-by-case basis for extenuating circumstances by a majority vote of the Board. This includes monthly Active Membership meetings and monthly Board meetings. Other WMCG activities may or may not be considered depending upon the nature of the activity. Exceptions to this ruling for Active Members (sickness, hardship, etc.) must be addressed on a case-by-case basis with the Board prior to instituting the exception. This ruling does not apply to Garden Members or to Honorary, Supporting or Consulting Memberships.
 - (b) **Garden Members must attend at least one garden orientation and any meeting noticed by the Board or by the Garden Committee concerning participation in, and the care and maintenance of, the garden.** Garden Members are invited to attend, but are not required to attend, the Active Member meetings.
 - (c) **All members are to wear ID badge (with current year’s sticker attached) each time the member is at the garden and at any WMCG meetings or functions.**
 - (d) **Each Active Member must chose at least one committee to work on; if not chosen within seven (7) days of orientation, assignment will be made by the Executive Committee.** Only renewing members may be on the Audit or Nominating Committee. Participation in the Garden with one of the HEALP assigned teams or otherwise is in addition to participation on an Active Membership committee.
 - (e) **Every member is expected to work to help maintain the common areas of the Garden on a regular basis, whether or not such member is a Space Grower or a participant in the HEALP program, including but not limited to pathways, Memorial/Tribute Garden, cleaning tools, etc.**

WHITE MOUNTAIN COMMUNITY GARDEN
(“WMCG”)
STANDING RULES
(continued)
Page 3 of _____

1.2.4 Policies and Procedures:

- (a) All members are subject to and required to adhere to the various policies, rules and procedures set forth by the WMCG Board, as may be periodically amended, that together constitute the Policy and Procedures Manual of WMCG, and which include but is not limited to the following: (1) Bylaws; (2) Standing Rules; (3) Garden Rules & Release; (4) Garden Guidelines (“GG&R’s”); (5) Watering Rules & Schedules; (6) Dues & Fees Schedules; and (7) any other schedules, rules, regulations and guidelines as may be promulgated by WMCG.

1.2.5 Renewal / Reinstatement:

- (a) Every year, each renewing member receives a current year’s sticker that must be placed on the permanent ID badge.
- (b) Any member who is dropped for not complying with the attendance requirements then in effect for such member, can re-apply for membership.
- (c) Past members who voluntarily resign by reason of non-payment of dues, will be dropped from the membership roster but can re-apply for membership. Past members who re-apply for membership must again meet the membership requirements.

1.2.6 Member Disciplinary Proceedings:

- (a) In the event that the conduct or attitude of any member, at any time, may be considered detrimental to the welfare of WMCG, a written statement containing details of the charges may be submitted to any member of the Board by any Member or Members. The Board shall consider the charges and (a) shall determine that the charges warrant no action by the Board, or (b) shall, after consulting with the charged Member, recommend that the charged Member be censured or expelled from membership. In the latter instance, the Board shall make its recommendation to the Active Membership at a regular or special meeting, but only after written notice of the recommendation shall have been given to the Membership. A two-thirds majority of the members present at such a meeting must approve the Board recommendation in order for the recommendation to become effective.

1.3 Membership Privileges:

1.3.1 Participation:

- (a) Only members are permitted to participate in the Garden and utilize WMCG equipment.
- (b) Guests of a member may use equipment under the direct supervision and responsibility of that member.
- (c) Individual growers are responsible for their own supplies and amendments.

1.3.2 Garden News:

- (a) Garden news will be disseminated to members through email, Facebook, the WMCG website (wmcgarden.org), and posted regularly at the garden. It is each member’s responsibility to check the news postings and abide by any notices posted.

1.3.3 Mentors:

WHITE MOUNTAIN COMMUNITY GARDEN
(“WMCG”)
STANDING RULES
(continued)
Page 4 of _____

- (a) Active Members who are certified Master Gardeners, or who are experienced gardeners, shall, in conjunction with the Garden Committee, act as mentors to any and all Garden Members who seek guidance and support in learning acceptable growing techniques.
- (b) Mentoring hours should be tracked by each mentor, and upon presentation, WMCG will certify the hours for a certified Master Gardener to use toward his or her required education and volunteer service hours to maintain certification.

1.3.4 Name ID Badge:

- (a) Only members in good standing should wear their name badge, both in the garden and at all WMCG meetings and activities.
- (d) Only a member in good standing who has lost his or her name badge can order a replacement name badge, and pay the cost therefor to the person in charge of name badges or to the Treasurer.

1.3.5 WMCG Facilities, Equipment and Supplies: Inventory location and maintenance will be set forth in a separate document.

1.3.6 Tribute Memorial Garden:

- (a) Recognition of Deceased Member: If a member in good standing passes away, the WMCG Board may choose to purchase a name plate from High Country Awards to be attached to the tribute plaque located in the memorial garden area. Such a purchase would be in lieu of purchasing flowers in memory of the deceased; however, a perennial planting or a seating area approved by the Board and the Memorial Garden Coordinator may also be added to the Memorial Garden in such deceased member’s honor.
- (b) Recognition of Living Member: A living member may also have his or her name plate attached to the tribute plaque located in the memorial garden area if such member has made significant contributions to WMCG. As name plate spaces are limited, priority for such name plate will be considered by the Board in the following order: (1) Past and current board members; (2) Other members in good standing.

1.3.7 Growing Facilities and Programs and confidentiality of membership information (See 1.4 through 1.6 below)

1.4 Space Growers Area:

1.4.1 Renewals.

- (a) There is no grandfathering of any space in the Garden for anyone.
- (b) All spaces are subject to the same requirements except that persons with disabilities and disabled veterans will have priority.
- (c) A renewing member who wants the same space for the next year must submit, no sooner than October 1st, a written request to the space coordinator to reserve the identified space requested and pay for next year’s membership dues along with any and all fees determined by the Board at its September meeting to be assessed for the subject space for the next year. Acceptance of the reservation is subject to Board approval.
- (d) Pursuant to 1.2.2 above, dues, as well as any space fees, for each year become due January 1, and may be considered delinquent if not paid by February 15. Any renewal not paid by February 15 will have relinquished any space previously requested to be reserved.

WHITE MOUNTAIN COMMUNITY GARDEN
(“WMCG”)
STANDING RULES
(continued)
Page 5 of _____

- (e) It is the responsibility of the renewing member to be aware of and adhere to any and all deadlines and other requirements, which will be posted at the Garden.
- 1.4.2 New growers.
- (a) New growers will be limited to one space initially.
 - (b) Space, whether a raised bed or ground space will be assigned by the Space Coordinator on a first come, first served basis, with the exception that the Space Coordinator will hold in abeyance certain raised beds for persons with disabilities and disabled veterans. Before the growing season starts, any raised beds previously held in abeyance may be released at the sole discretion of the Space Coordinator.
- 1.4.3 Raised Beds – Priority Use, Limits, etc.
- (a) Certain raised beds may be pre-determined for WMCG use.
 - (b) Raised beds may be limited to one per individual member, family member, or group at a standard fee set by WMCG Board, which includes an existing water system for such bed.
 - (c) A request may be made to be placed on a waiting list for an additional Raised Bed. If an additional Raised Bed is given to a member, family member or group, it is understood that such Raised Bed may need to be relinquished to a new member, unless already planted.
- 1.4.4 Ground Space (Plots or Rows) – Use, Limits, etc.
- (a) Ground space will be predetermined by the Space Coordinator to be of a certain standard size with a standard base fee per space plus an additional footage charge per space determined by the existing water system for such space.
 - (b) The Space Coordinator may, but is not required to, allow a member grower to have more than such space.
- 1.4.5 Fees.
- (a) As set forth in 1.2.2 (c) above, fees assessed per each raised bed or ground space are determined by the board by September of each year for the coming year.
 - (b) Such fees collected will be placed into a Water Systems Fund to help defray costs associated with the water systems, including but not limited to maintenance and repair of the water system lines and equipment. Such fees may be used for other purposes as may be determined by the Board to be necessary or beneficial to the space growers or to the Garden as a whole.
- 1.4.6 Use Restrictions.
- (a) WMCG reserves the right to restrict or limit the growing of certain crops that are considered to be high water-maintenance crops. A list of restricted crops will be posted.
 - (b) As WMCG is a non-profit organization, all approved crops grown by a space grower are for personal consumption or sharing or donation, but are not to be sold by the space grower for profit. Any produce donated to the HEALP program may be utilized as WMCG deems appropriate, including but not limited to sale by WMCG to the public as part of its fundraising efforts.

WHITE MOUNTAIN COMMUNITY GARDEN
(“WMCG”)
STANDING RULES
(continued)
Page 6 of _____

- (c) WMCG reserves the right to approve or disapprove, without restriction, any structures (no permanent structures allowed) as well as the amending, planting, growing, weeding and watering methods sought to be used.
- (d) All growers are to strictly adhere to the Watering Rules & Schedules and any other guidelines, rules, regulations or restrictions promulgated by WMCG from time to time, as posted at the Garden. See separate Watering Rules & Schedules, as well as the separate Garden Rules, and any other guidelines, rules, regulations or restrictions promulgated by WMCG. Any grower unsure of the most recent postings or has any questions regarding the same, should contact WMCG by email at wmgardeners@gmail.com.
- (e) If any grower is in violation of any rules or restrictions promulgated by WMCG, the Board reserves the right to suspend the right to continue growing by any such violating grower.

1.4.7 Space Growers Work Requirements.

- (f) Space Growers are to work to help maintain all common areas of the Garden, including but not limited to pathways, Memorial/Tribute Garden, cleaning tools, etc.
- (g) Common Area work days will be scheduled for both the Space Growers and HEALP participants, and separate work logs are to be kept.

1.4.8 Space Growers Concerns.

- (a) Any space grower may present in writing a list of questions or concerns to the Board for review and action.
- (b) The space growers may also collectively appoint a representative to appear before the Board and represent the space growers.
- (c) All questions or concerns that are to be addressed by the Board are to be presented to the Board in writing at least ten (10) days prior to the next regularly scheduled Board meeting.

1.5 HEALP (Healthy Eating and Living Participation) Program:

- 1.5.1 Any member may participate in the HEALP program, but must be assigned to at least one team, and commit to working at least the minimum required hours, keep in communication with the team leader, and follow the rules, regulations and guidelines set forth in the GG&R's and by the HEALP Team Coordinator.
- 1.5.2 HEALP assignments, schedules as well as the rules, regulations and guidelines, will be separately prepared and disseminated.
- 1.5.3 High Tunnel (HEALP program projects only), schedules as well as the rules, regulations and guidelines, will be separately prepared and disseminated.
- 1.5.4 Extended Season Participation schedules as well as the rules, regulations and guidelines, will be separately prepared and disseminated.

1.6 Membership Rosters (Supplementing Article II, Section 5, of the Bylaws):

WHITE MOUNTAIN COMMUNITY GARDEN
(“WMCG”)
STANDING RULES
(continued)
Page 7 of _____

- 1.6.1 The confidential membership lists will be updated on a regular basis, and will be maintained by the Secretary, who will provide the most current membership roster for member sign-in at each meeting. The information contained in the membership roster will be maintained as confidential and be for WMCG purposes only.

WHITE MOUNTAIN COMMUNITY GARDEN
(“WMCG”)
STANDING RULES
(continued)
Page 8 of _____

ARTICLE TWO
ACTIVE MEMBERSHIP AND BOARD MEETINGS
(Supplementing Article II of the Bylaws)

- 2.1 Annual Election of Directors and Members-at-Large by the Active Membership.
- 2.1.1 Nomination Qualifications. Each Nominee must be an Active Member in good standing with all dues and fees paid and attendance requirements met of at least six (6) board meetings. If the Nominee has not previously held any position on the board or any committee, he or she will be qualified to run only for a Member-at-Large position.
- 2.1.2 Nominee Acceptance of Commitment. Each qualifying nominee, whether nominated prior to the elections meeting or from the floor at the time of the elections meeting, must have agreed to his or her nomination and agree to commit to perform the requisite duties if elected.
- 2.2 Annual Election of Officers by the Board.
- 2.2.1 Officer Qualifications. Each nominee for office must be one of the directors who has been newly elected to the Board at the annual elections held by the Active Membership immediately preceding the annual meeting of the newly-elected board called for the specific purpose of electing the new officers.
- 2.3 Speakers:
- 2.3.1 An educational program should be presented at each meeting, with the possible exception of the annual elections meeting due to time constraints.
- 2.3.2 No speakers are paid any remuneration for speaking. Guest speakers who are non-members may receive a gift certificate for produce from the garden of a value not to exceed \$15.00, or a separate charge for the attendees to pay for the presentation may be arranged ahead of time. In no event shall the WMCG treasury be required to pay any speaker costs.
- 2.3.3 Speakers programs may vary, but should be generally educational related to gardening, food reliance, community outreach and WMCG’s purposes.
- 2.4 Meeting Volunteers:
- 2.4.1 Meeting Volunteers who assist at meetings and activities include but are not limited to members who assist the Meeting and Activities Chairman, Hospitality Chairman, official Greeter, Refreshments Coordinator, Raffle Coordinator or others to help the meeting or activity run smoothly. (See Chairman and Committee duty sections below)
- 2.4.2 Absent Worker: If someone cannot make a meeting who has any duties, it is that person’s responsibility to get someone else to cover that job.
- 2.5 Meeting Format:
- 2.5.1 Sales of raffle tickets, as well as all ancillary activities, will cease upon the President’s Call to Order at the meeting, and may resume only during a break called by the President.
- 2.5.2 Meeting Format and Agenda will be determined by the President, or the President Pro Tem in the President’s absence.

WHITE MOUNTAIN COMMUNITY GARDEN
(“WMCG”)
STANDING RULES
(continued)
Page 9 of _____

2.6 Refreshments:

- 2.6.1 Refreshments may be served during the meeting intermission, if any, or immediately after or before the meeting, as directed by the President or the Meeting and Activities Chairman.
- 2.6.2 If there are going to be refreshments at a meeting, they will be supplied by the member(s) volunteering for that meeting’s refreshments.

MEETINGS
(Supplementing Article VII of the Bylaws)

3.1 Location.

- 3.1.1 If and when any meeting is held at a restaurant, it is each attendee’s responsibility to order something to eat so that there is no room charge to WMCG, and to appropriately tip the service personnel.
- 3.1.2 If and when any meeting is held at a facility that allows food to be brought in, it is responsibility of each food supplier to help clean up before leaving the premises.

ARTICLE FOUR
OFFICERS ADDITIONAL DUTIES
(Supplementing Article IV of the Bylaws)

4.1 **President.** In addition to the duties of the President set forth in the Bylaws, the President should be knowledgeable of the Bylaws, Standing Rules, the structure and history of WMCG, Roberts Rules of Order (newly revised), and should:

- 4.1.1 Preside over (i) the monthly membership meetings, (ii) the monthly board meetings, and (iii) at any other special meetings which may be called by the President from time to time.
- 4.1.2 Develop the agendas and approve the content of the agenda for each meeting. The President may delegate the preparation of a written agenda to the Secretary, or to some other member of the Board or the Board Assistance Committee. Basic agenda for the Board meeting includes but is not limited to the approval of last meeting minutes, Treasurer’s Report, committee reports, unfinished business, new business, and date, time and place of the next meeting.
- 4.1.3 Be an ex officio member of all regular and special committees, and as such, should attend all committee meetings when able to do so.
- 4.1.4 Perform an annual review of the Bylaws and these Standing Rules to determine if any amendments are necessary.
- 4.1.5 Appoint, at least sixty (60) days before the annual membership meeting, a chairperson of the annual elections nominating committee, and the chairperson shall appoint at least three (3) Active Members, at least one being a member who has been an Active Member in good standing for a period of years.
- 4.1.6 Appoint alternate meeting locations or cancellations if deemed to be necessary.
- 4.1.7 Furnish each officer and committee chairman with a copy of any Policy and Procedures Manual, the Bylaws, Standing Rules, and their duties as outlined.

WHITE MOUNTAIN COMMUNITY GARDEN
(“WMCG”)
STANDING RULES
(continued)
Page 10 of _____

- 4.1.8 Appoint all committees, except Nominating Committee, subject to the governing Board, and coordinates officer and committee activities and responsibilities or delegates such as the President deems appropriate.
- 4.1.9 Copy the Board, officers, committee chairman and members with applicable materials the President receives, as the President deems appropriate.
- 4.2 **Vice President**. In addition to the duties of the Vice President set forth in the Bylaws, the Vice President should:
- 4.2.1 Be in charge of the Education & Mentoring Committee.
- 4.2.2 Be included as one of the members of the Nominating committee.
- 4.2.3 Be included as one of the members of the Garden committee.
- 4.2.4 Be responsible for other duties assigned by the President.
- 4.2.5 **Assistant Vice President**. The Vice President shall supervise the Assistant Vice President and shall retain responsibility for the performance of any of the duties required of the Vice President, whether performed by the Vice President or by the Assistant Vice President or any other assistants to the Vice President.
- 4.3 **Secretary**. In addition to the duties of the Secretary set forth in the Bylaws, the Secretary should be in charge of the Membership Committee, and:
- 4.3.1 Maintain the meeting attendance records.
- 4.3.2 Maintain the membership rosters.
- 4.3.3 Take minutes of each meeting, primarily recording what action was taken and limit recording discussions unless it is relevant to the action taken. Include in the minutes the type of meeting, the date, time, and location; whether a quorum was present.
- 4.3.4 The recorded minutes should be disseminated to the Board, preferably by email with enough time for the Board to review and make comments or corrections before the next meeting at which the reading of the minutes will either take place or be waived and the minutes approved either as disseminated or as corrected. Approved minutes, together any relevant documents referred to therein, shall be maintained by the Secretary in a Minute Book or a file sufficiently titled so that the Secretary’s minutes and records can be easily reviewed.
- 4.3.4 **Corporate Annual Report**. Timely submit for filing with the Arizona Corporation Commission the Annual Report & Certificate of Disclosure required to be filed on or before July 19 of each year, together with the required filing fee, which is currently \$10.00, in order to maintain the corporate status of WMCG in good standing. Such report shall disclose the current officers and directors and any change in statutory agent (new statutory agent must sign where indicated).
- 4.3.5 **Corporate Secretary’s Statement and Elections Minutes Summary**. After the annual election, prepare a Corporate Secretary’s Statement verifying the current physical business address of the Corporation, its mailing address and its email address; the date that the annual elections meeting was duly held, at which a quorum was present and voting pursuant to the bylaws of said corporation, as evidenced by the minutes of said meeting; and listing the names, addresses, phone numbers, email addresses, and titles of each person elected; and that “such Directors, Officers and Members-at-Large continue in their respective capacities as of

WHITE MOUNTAIN COMMUNITY GARDEN
(“WMCG”)
STANDING RULES
(continued)
Page 11 of _____

the date of such statement and shall hold such position for one (1) year from the date of election or until a successor is elected and qualifies, or earlier resignation or removal.” An original signed copy of this Corporate Secretary’s Statement must be given to the Treasurer to present to WMCG’s bank, together with a summary of the elections meetings at which the Board and the officers were elected. A sample of each is attached as Appendix A and B.

4.3.6 Perform such other duties as the President may direct.

4.3.7 Assistant Secretary. The Secretary shall supervise the Assistant Secretary and shall retain responsibility for the performance of any of the duties required of the Secretary, whether performed by the Secretary or by the Assistant Secretary or any other assistants to the Secretary.

4.4 Treasurer. In addition to the duties of the Treasurer set forth in the Bylaws, the Treasurer should:

4.4.1 Reports. The Treasurer shall present a written report to the Board at each meeting in sufficient detail as the Executive Committee shall recommend, and shall maintain all receipts and financial records and make them available for independent audit within thirty (30) days after the end of the December 31st fiscal year end.

4.4.2 Bank Account. The bank account is currently with National Bank of Arizona, and requires only one signature on each check written. The officers currently permitted to write checks are (i) the Treasurer; (2) the President; (3) the Assistant Treasurer; and (4) if required by the bank, the Secretary. After the annual elections, obtain the Corporate Secretary’s Statement (see 4.3.6 above), and arrange for any new officers who should be signatories to the bank account to accompany the Treasurer to WMCG’s bank to present the Corporate Secretary’s Statement and have such new officer(s) sign the necessary documents required by the bank.

4.4.3 Special Funds Allocations. Certain special fund accounts have been delineated that require the Treasurer to record deposits to each fund and to report expenses paid out of each fund and set forth in the Treasurer’s monthly report the current balance in each such fund.

4.4.4 Recurring Payments. WMCG membership has previously ratified the board’s approval for the payment of certain recurring payments, and no subsequent ratification by the membership will be required for the Treasurer to make automatically the following recurring annual payments, unless the Board determines otherwise on a case-by case basis:

- (a) The annual premiums for general liability and D & O (Director & Officer) liability insurance, which is due June 1 (unless the new premium has significantly increased and needs to be reviewed by the Board);
- (b) The annual lease payment of \$1.00 to Navajo County for WMCG’s lease of the garden ground, which is due June 1;
- (c) The annual payment to the Arizona Corporation Commission for the filing of WMCG’s Annual Report, which is due July 19;
- (d) The ordering and payment of each initial permanent ID badge for each new member upon the payment received of that new member’s dues; and
- (h) The purchase of yearly stickers to affix to the permanent ID badges for each current year.

WHITE MOUNTAIN COMMUNITY GARDEN
(“WMCG”)
STANDING RULES
(continued)
Page 12 of _____

- 4.4.5 Assistant Treasurer. The Treasurer shall supervise the Assistant Treasurer and shall retain responsibility for the performance of any of the duties required of the Treasurer, whether performed by the Treasurer or by the Assistant Treasurer or any other assistants to the Treasurer.

ARTICLE FIVE
BOARD MEMBERS DUTIES
(Supplementing Articles III of the Bylaws)

- 5.1 Business Chairman. The President may, but is not required to, appoint a Business Chairman whose duties would include the following (if no Business Chairman appointed, these duties will be delegated by the President to other Officers or members of the Board):
- 5.1.1 Work closely with the President at the monthly meetings of the Board.
 - 5.1.2 Ensures that all Board Members know their responsibilities for upcoming activities.
 - 5.1.3 Act as parliamentarian at any meeting at the President’s request.
 - 5.1.4 Act as President pro tem in the absence of the President and Vice President.
 - 5.1.5 Be responsible for the business activities of the corporation, including any filings with governmental or business entities (including the filing of the E90 with the Internal Revenue Service, and the renewal of the SAMS registration); maintenance of the Bylaws and any amendments thereto; maintenance and updating of the Standing Rules; maintenance of the official membership roster; maintenance and updating of new member packets; maintenance of personal property of WMCG; and maintains control of the office located at the Garden, including the current and archived records therein, and the library of reference materials.
 - 5.1.6 Be in charge of the Business Committee, which may consist of as many members as the Business Chairman appoints, which may include but not be limited a Website and Facebook Editor; a Library/Property Coordinator, a Purchasing Coordinator, and work with committee members and assign duties as deemed appropriate; and if such coordinators are not appointed or in the absence of such coordinators, take over the duties that would have been the responsibility of such coordinator, as indicated below:
 - (a) Website/Facebook Editor – Keep Website updated and disseminate news as appropriate.
 - (b) Property Coordinator - Maintain personal property of the Association, including first-aid kits, promotional items; and maintain a current inventory thereof; check and refresh the first-aid kits at least annually.
 - (c) Purchasing Coordinator - Determine whether WMCG has an adequate supply of non-garden supplies, such as promotional items, potluck supplies, and present expenditure requests to order new supplies as necessary.
- 5.2 Finance and Budget. Members of the Finance and Budget Committee shall consist of the President, and the Garden Ad Hoc Committee: Trina Rubert, Ann Cameron, and Blanche O’Malley. Duties include the preparation of a proposed annual budget for presentation and approval of the Board, taking into consideration recurring expenses that may have been donated in the past but may be covered by the budget in the future; review budget and actual expenditures with the Treasurer as needed; and any other duties deemed necessary by the Board.

WHITE MOUNTAIN COMMUNITY GARDEN
(“WMCG”)
STANDING RULES
(continued)
Page 13 of _____

- 5.3 Meetings & Activities. A Board Member should be in charge of Meetings & Activities and may appoint a Meetings & Activities Chairman to assume the duties related thereto, including but not limited to those set forth below. The Chairman or Committee in charge of WMCG’s meetings and activities shall:
- 5.3.1 Be responsible for the Active Membership meetings, including refreshments, greeters, raffle, but excluding the program (which is the responsibility of the Education & Mentoring Chairman) or the business meeting (which is the responsibility of the President and the Board). Setting up the meetings shall include (i) Schedule a facility for the known meeting dates for the entire ensuing year, as well as proposed activity dates; (ii) reserve the meeting venue as needed; (iii) arrange for the pickup of the key to the meeting room for any meeting to be held after hours, and return the key the following business day; (iv) coordinate with the Marketing and Publicity Committee and Communications Committee to make sure the notice of the meeting is published and noticed timely; (v) coordinate with the Education Programs Committee on programs for upcoming meetings and activities; (vi) arrange for pre-meeting set up and post-meeting clean up, including meeting area setup and takedown (such as display and raffle tables).
- 5.3.2 Be in charge of the Meetings & Activities Committee, which may consist of as many members as the Meeting Chairman appoints, including the Hospitality Chairman, and that may include but not be limited to a Raffle Coordinator, a Refreshment Coordinator, and a Greeting Coordinator, and work with committee members and assign duties as deemed appropriate; and if such coordinators are not appointed or in the absence of such coordinators, take over the duties that would have been the responsibility of such coordinator, as indicated below:
- (a) Raffle Coordinator - Coordinate any raffle that may be conducted in conjunction with any meeting or WMCG activity.
- (b) Refreshment Coordinator - Assign/coordinate the refreshments for the membership meetings and other activities; develop a list of people to bring the refreshments for each membership meeting for the coming year; confirm with assigned individuals prior to the meeting what refreshments will be provided.
- (c) Greetings Coordinator - Develop a list of members to act as greeters at each membership meeting who will meet new members and guests, make sure everyone signs in the meeting register book as either a member or a guest, and make sure the President has custody of the meeting register book prior to the start of the meeting.
- (d) Guest Speaker Helper - Assist the guest speaker as necessary.
- 5.4 Education & Mentoring Programs. A Board Member shall be appointed by the President to be in charge of Education and Mentoring and may appoint an Education & Mentoring Committee Chairman chairperson who will select his or her committee members, which should include the chairperson of the Fundraising/Public Relations Committee, or another member of such committee appointed by that chairperson. Duties of the Education Programs Committee shall include but are not limited to the following:
- 5.4.1 Be responsible for the educational programs, plan and present to the Board for approval plans for regular educational programs, and implement such programs as are approved by the Board, and for coordinating special events and activities with educational components. Oversee the Mentoring Chairman, if one is appointed; approve any educational articles prepared for public dissemination; and appoint a committee member to be responsible for overseeing the lending library.
- 5.4.2 Be in charge of the Educational Programs Committee, which may consist of as many members as the Chairman appoints, which may include but not be limited to a Special Events Coordinator, and Guest Speaker Coordinator; and work with committee members and assign duties as deemed appropriate; and if

WHITE MOUNTAIN COMMUNITY GARDEN
(“WMCG”)
STANDING RULES
(continued)
Page 14 of _____

such coordinators are not appointed or in the absence of such coordinators, take over the duties that would have been the responsibility of such coordinator, as indicated below:

- (a) Guest Speaker Coordinator - Locates and obtains speakers for the membership meetings, based upon input received from the membership on potential speakers and preferences for topics, and contacts the speaker prior to the meeting to confirm the speaking engagement and the nature of the speaker’s topic, and any requirements the speaker may have regarding display tables or visual aids. Generate letters of thanks to guest speakers.
- (b) Special Events Coordinator - Plan and coordinate special events which do not conflict with any regularly scheduled meetings or outings.
- (d) WMCG Historian & Photographer - Take pictures at meetings and activities, provide pictures for the Website, and save copies for the WMCG history.

ARTICLE SIX
COMMITTEES

- 6.1 Committees pursuant to the Bylaws: Pursuant to Article 5, the President is automatically an ex officio member of all committees. Pursuant to Article 4.6, the Secretary, or an assistant Secretary, shall attend all meetings and record all votes and the proceedings of any committee meetings in a book to be kept for that purpose. Committee meetings shall be held at such place, within the State of Arizona, as the President and the chairperson of such committee may fix or determine from time to time. Any Active Member may be a member of more than one committee, except that the Treasurer cannot be a member of the Audit Committee. Each committee should have at least four (4) members including the President and the Secretary or assistant Secretary. The duties of the standing committees set forth in the Bylaws, i.e., Executive, Nominating, Fundraising/Public Relations, and Audit, together with additional ad hoc committees are set forth below.
- 6.1.1 Executive Committee. Pursuant to 5.1 of the Bylaws, the Executive Committee shall be composed of the officers of WMCG, which currently the president, vice president, secretary, and treasurer. If permitted by the Bylaws, the committee may include certain members-at-large. Active Members in good standing may be appointed to assist the Executive Committee as needed. The Executive Committee will be in charge of the Bylaws, Standing Rules, parliamentary procedure, strategic planning, and policy and procedures.
- 6.1.2 Nominating. Pursuant to 5.2 of the Bylaws, the Nominating Committee shall be composed of the chairperson appointed by the President, and the chairperson will select his or committee members, which should include at least one Active Member who is not on the current Board, and should be formed on or before ninety (90) days before the annual meeting in September. Such Active Member should be a renewing member who is familiar with WMCG policies and procedures and familiar with the membership and qualifications of potential candidates. The duties of the Nominating Committee shall include but not be limited to the following: (i) within sixty (60) days prior to the annual meeting of the membership, gather from Active Members the names and intent of those interested in serving as a director or a member-at-large, and those interested in serving as an officer (current directors and members-at-large may be considered for re-election); (ii) at least thirty (30) days prior to the annual meeting of the membership, prepare and present written slates of qualified candidates to be included with the official notice of the annual meeting; (iii) prepare and have available at the annual meeting a form of written ballot to be used in the event voting by written ballot rather than voice vote is called for; and (iv) determine the committee member(s) who will conduct the elections at the annual meeting. As this committee has limited duties, Nominating Committee members will also serve on other committees.

WHITE MOUNTAIN COMMUNITY GARDEN
(“WMCG”)
STANDING RULES
(continued)
Page 15 of _____

6.1.3 Audit. Pursuant to 5.4 of the Bylaws, an Audit Committee, which should be formed on or before January 15th of each year, “shall be composed of the chairperson appointed by the President and at least one (1) other committee member appointed by the chairperson, one of whom shall be a member-at-large. The Treasurer cannot be a member of the Audit Committee.” The Audit Committee shall be limited to three persons (excluding the President as ex officio member) and shall include one Active Member who is not on the board but has sufficient knowledge of WMCG policies and procedures. The duties of the Audit Committee shall include but not be limited to the following: (i) within thirty (30) days of the December 31st fiscal year end, inspect the books, records and reports of the Treasurer, and report its findings and any recommendations to the Board within thirty (30) days prior to the April 1st deadline for any Form 990 reporting to the Internal Revenue Service. As this committee has limited duties, Audit Committee members will also serve on other committees.

6.1.4 Fundraising/Public Relations. Pursuant to 5.3 of the Bylaws, the Fundraising/Public Relations Committee shall be composed of the chairperson appointed by the President, and the chairperson will select his or her committee members, which shall include (a) the chairperson of the Marketing and Publicity Committee, or another member of such committee appointed by that chairperson; and (b) at least two Active Members who shall be appointed as liaison with other organizations. The duties of the Fundraising/Public Relations Committee shall include but not be limited to the following: (i) act as public relations emissaries for WMCG and liaison with other organizations; (ii) plan and present to the Board for approval plans for public relations activities and fundraising activities, including raffles; and (iii) work toward good relationships with the business community and obtaining sponsorships of WMCG programs; (iv) work closely with the Educational Programs committee and implement such activities as are approved by the Board. This Committee may be broken down into two subcommittees, one for Public Relations and one for Fundraising (that may also be called “Ways and Means Committee”) at the President’s discretion.

6.2 Additional Committees and Subcommittees:

6.2.1 Board Assistance. Formed by the President Pro Tem 12/7/2015, the Board Assistance Committee consists of the Board’s five members-at-large, and four Active Members in good standing, to assist the officers and the board as deemed necessary. The Committee shall include administration duties included but not limited to the following: (i) provide clerical help to pursue and maintain accurate and up-to-date contact information; (ii) maintain up-to-date email contacts; (iii) assist in gathering and copying written reports as necessary; (iv) maintain up-to-date filing of records; and (v) such other assistance as may be necessary from time to time.

6.2.2 Communications. The Communications committee shall consist of Active Members actively engaged in assisting with communications, including (i) working closely with Marketing and Publicity as well as other committees, regarding regularly disseminating information; (ii) checking regularly check the mailbox for incoming mail and getting such mail to the correct Officer or Board member; (iii) preparing thank you letters and solicitation letters as may be instructed by the President or other member of the Executive Committee; and (iv) disseminating notices and news as directed to the Executive Committee, the Board of Directors, other Committees, Active Membership, Garden Membership, and interested parties.

6.2.3 Contributions; Sponsorships. The Contributions Committee shall be composed of the chairperson appointed by the President, and the chairperson will select his or her committee members, that shall include the chairperson of the Fundraising/Public Relations Committee, or another member of such committee appointed by that chairperson. Duties of the Contributions Committee shall include but not limited to the following: (i) soliciting contributions; (ii) keeping a written record of each contribution made, identified as to the name and contact information of the contributor, the date made, and whether such contribution was a cash contribution or an in-kind contribution, and if an in-kind contribution, the description and value of such contribution; and (iii) submitting a comprehensive written report at least quarterly to the Board.

WHITE MOUNTAIN COMMUNITY GARDEN
(“WMCG”)
STANDING RULES
(continued)
Page 16 of _____

- 6.2.4 Education. See 5.4 above.
- 6.2.5 Finance and Budget. See 5.2 above.
- 6.2.6 Garden. Members of the Garden Committee shall include the individuals who handle all facets of the development and maintenance of the garden, including but not limited to the following: (i) garden development; (ii) plot rentals; (iii) donations and/or sales of produce; (iv) coordinating volunteer work at the garden; (v) coordinating and conducting an orientation of garden plot renters; and (vi) maintaining the HEALP Program including coordinating and conducting an orientation; updating rules regarding use of the garden, etc., and dissemination of the rules to the garden members and obtain acknowledgement of receipt from each recipient; and (vii) maintaining records of all the HEALP hours of each, and turning over the completed HEALP Sign-in Sheets together with a comprehensive written report disclosing the total number of HEALP participants and hours at least quarterly to the Board. The Garden Committee must include the HEALP Team Leaders, High Tunnel Team Leaders, and can include one garden plot renter who is not an Active Member of WMCG. The Market Manager shall also be a member of the Garden Committee.
- 6.2.7 Historian. The Chairman or Committee in charge of WMCG’s historical record shall be in charge of taking photographs and obtaining photographs from members or other sources concerning WMCG’s activities, and compiling information about WMCG and its activities that may be considered of historical significance or of fundamental purpose significance, and make the same available for use by the Executive Committee, Marketing and Publicity Committee, and Grants Committee, and such other committees as may be appropriate.
- 6.2.8 Hospitality. The Chairman or Committee in charge of WMCG’s hospitality shall work closely with the Meetings and Activities Chairman, and shall coordinate having an official Greeter at each meeting who should remain at the membership meeting entry door until the meeting starts and greet every member and guest with a warm welcome. The Greeter shall be in charge of the sign-in register, making sure each member and each guest has signed in. The Greeter, should (i) come to the meeting early, preferably at least a half-hour before the meeting starts; (ii) be in charge of the sign-in register, making sure each member and each guest has signed in; (iii) greet members by name (if possible); (iv) make each visitor feel welcome and hand them a new membership form (together with the notice of welcome; (v) explain anything of importance going on; and (vi) direct the person who has questions to the proper member to answer the person’s question. (See also 5.3 above)
- 6.2.9 Meetings and Activities. See 5.3 above.
- 6.2.10 Membership. Members of the Committee shall include, in addition to the President and the Secretary (or an assistant Secretary), at least one member of the Garden Committee. The duties of the Membership Committee shall include but not be limited to (i) soliciting new members; (ii) providing notices to membership as may be deemed necessary or advisable; (iii) providing surveys to the membership as may be deemed necessary or advisable, and recording responses thereto; (iv) fielding questions by any Active Member to the Secretary, and accepting and presenting in writing to the Secretary any recommendations made by any Active Member; and (v) maintaining up-to-date lists or rosters of Active Members, Garden Members, Supporting Members, and such other membership lists as may be deemed necessary, such lists to be available only to members of the Board and such Committee Chairman as the President instructs; (vi) coordinate the one-time purchase of an identifications badge for each new member and arrange for such member to receive the same after the current year’s sticker has been affixed thereto.
- 6.2.11 Mentoring. Active Members who are certified Master Gardeners, or who are experienced gardeners, shall, in conjunction with the Education & Mentoring Chairman and the Garden Committee, act as mentors to any and all Garden Members who seek guidance and support in learning acceptable growing techniques.

**WHITE MOUNTAIN COMMUNITY GARDEN
("WMCG")**

STANDING RULES

(continued)

Page 17 of _____

- 6.2.12 Public Relations; Marketing and Publicity. The Marketing and Publicity Committee shall be composed of the chairperson appointed by the President, and the chairperson will select his or her committee members, which shall include (a) the chairperson of the Fundraising/Public Relations Committee, or another member of such committee appointed by that chairperson; (b) the chairperson of the Board Assistance Committee, or another member of such committee appointed by that chairperson; and (c) the Communications Committee members, including WMCG's webmaster and Facebook Chairman. Duties of the Marketing and Publicity Committee shall include but not limited to the following: (i) Preparing and timely disseminating notices regarding meetings to the appropriate persons for publication. Such publication shall include but not be limited to the WMCG's website, the White Mountain Independent, Maverick Magazine, the Show Low Chamber of Commerce for publication in its "E-Blasts" and such other websites and publications as WMCG deems purposeful; (ii) presenting articles to the Executive Committee for approval for submission to the media; (iii) assisting in arranging for invitations to the media to the garden or organization functions as approved by the Executive Committee; (iv) assisting in arranging for media appearances by representatives of WMCG as approved by the Executive Committee; and (v) arrange, track and report on speaking engagements by WMCG representatives.
- 6.2.13 Property and Inventory Coordinator. The Chairman or Committee in charge of WMCG's property shall (i) maintain on a regular basis an inventory of such property and its location; (ii) log in any new property received and its source, i.e. purchase or donation; (iii) and upon request, make such inventory information available to the Executive Committee.
- 6.2.14 Scholarship and Public Assistance Service. Help identify and work with non-profit organizations, schools, and needy individuals to participate in WMCG's garden and educational programs; and when scholarships are available for working space in the garden, present applicants for garden scholarship to the Executive Committee for vote.
- 6.2.15 Tribute and Memorial Garden. The Chairman or Committee in charge of the Memorial Garden and Tribute Plaque shall, (1) maintain the Memorial Garden in good and appealing condition; (ii) seek Board approval for any significant improvements or changes to the Memorial Garden; (iii) maintain a list of names on the Tribute Plaque or who have paid \$10.00 to reserve one of the spaces remaining on the Plaque, or for whom the Board has paid for such reservation, and as there is limited space for such names (28 names as of 12/31/15), maintain the reservation list in the following order of priority: (1) first, any officer or director, present or past, who have served the White Mountain Community Garden in the order of service, and (2) second, any Active Member or Garden Member, present or past. When notified, and upon receipt of an additional \$6.00 for the engraving, will have the reserved name engraved and affixed to this Tribute Plaque.
- 6.2.16 Volunteerism; Community Service. Members of this committee shall include, in addition to the President and the Secretary (or an assistant Secretary), at least one member of the Garden Committee, and duties shall include (1) maintaining records of all non-member volunteers and community service volunteers and the volunteer hours of each, and turning over the completed Volunteer Sign-in Sheets together with a comprehensive written report disclosing the total number of volunteers and hours at least quarterly to the Board; and (ii) volunteering for community service outside of the garden with other organizations and businesses in keeping with the goals to help the community foster healthy eating and living.
- 6.2.17 Ways & Means (Fundraising; Grants; Marketing; Public Relations. The Ways & Means Committee shall be composed of the chairperson appointed by the President, and the chairperson will select his or her committee members, which shall include the chairperson or another member of various other committees appointed by the chairperson, including Grants, Fundraising, Marketing, Public Relations, and the Education Programs.

WHITE MOUNTAIN COMMUNITY GARDEN
(“WMCG”)
STANDING RULES
(continued)
Page 18 of _____

- (a) Grants. Duties of the Grants Sub-Committee shall include but not limited to the following: (i) research for available grants and determine which grants WMCG may qualify for; (ii) complete grant application process and timely submit the completed grant applications; (iii) track and record results of grant applications submitted; and (iv) assist the Board in determining how the funds from any grants awarded are to be utilized.
- (b) Fundraising. The Fundraising Sub-Committee shall coordinate all fundraising efforts and solicit help from the membership as needed. Written reports should be provided to the Board as may be needed or requested, including but not limited to a final report at the conclusion of each fundraising project that sets forth the nature of the project, the time and expense in completing the project, and the proceeds realized from the project.
- (c) Marketing. The Marketing Sub-Committee shall coordinate all marketing efforts, subject to the approval of the Board.
- (d) Public Relations. The Public Relations Sub-committee shall be responsible for coordinating all public relations projects, subject to the approval of the Board.

ARTICLE SEVEN
INCOME AND EXPENSE ALLOCATION DOCUMENTATION

- 7.1 Income:
 - 7.1.1 Income Allocation Documentation must be appropriately completed for each deposit so that the proper entries can be made into the accounting records.
- 7.2 Expense:
 - 7.2.1 Recurring Expenses. Recurring expenses such as lease payment, liability and D & O insurance, website, Corporate Annual Report, need not be presented for Board approval prior to payment unless there is a significant change in the amount due.
 - 7.2.2 Expense Approval. Expenses totaling more than \$100 are to be submitted to the Board for approval [6/6/17].
 - 7.2.3 Expense Reimbursement. All requests for expense reimbursement must be submitted with copies of the receipts and the completed Expense Request & Allocation form.

ARTICLE EIGHT
ACTIVITIES

- 8.1 Activities: Annual special activities may include but are not limited to the following, and each special activity should have a lead coordinator who will appoint a working committee to assist in planning and successfully implementing the activity and submit a written report to the Board at the conclusion of the activity:
 - 8.1.1 Spring Garden Launch and Plant Sales
 - 8.1.2 June Show Low Days Ancillary Activities
 - 8.1.3 Kids College Program through NPC
 - 8.1.4 Junior Master Gardener Program through the U of A Agricultural Extension
 - 8.1.5 Women’s Club Home & Garden Tour Activities (July)

**WHITE MOUNTAIN COMMUNITY GARDEN
("WMCG")
STANDING RULES
(continued)
Page 19 of _____**

- 8.1.6 Volunteer and Supporter Appreciation Party (August or September)
- 8.1.7 Excess Produce Market (month of September)
- 8.1.8 Fall Festival (September)

**ARTICLE NINE
MISCELLANEOUS**

9.1 Fundraising:

- 9.1.1 Fundraising Activities. Fundraising activities are to be pre-approved by the Board.
- 9.1.2 Raffles should be conducted by at least two (2) members who will handle the sale of raffle tickets, and the lead member in charge of the raffle must keep accurate track of tickets sold on a report form by writing the beginning ticket number and the last ticket number sold, and turn that report form in to the treasurer with the money proceeds from such raffle promptly after the close of the sales.

**WHITE MOUNTAIN COMMUNITY GARDEN
("WMCG")
STANDING RULES
(continued)
Page 20 of _____**

APPENDIX LIST

APPENDIX A – CORPORATE SECRETARY’S STATEMENT

APPENDIX B – ELECTIONS MINUTES SUMMARY