

Parkwood Garden Club  
Board of Directors

Policies

**General Policies**

1. The Parkwood Garden Club's official address is the following  

Parkwood Garden Club, Inc.  
PO Box 3472  
Decatur, GA 30031-3472
2. Each Officer will be elected for the term of one (1) year, beginning on June 1 and ending on May 31 of the following year. (Section 5.1 By-Laws.)
3. The Fiscal Year runs from January 1 to December 31. (Section 4.6 By-Laws)
4. The Membership Drive will be held in October. (Section 3.2 By-Laws)
5. The Nominating Committee will be appointed prior to the March meeting of the Board. The Nominating Committee will disband after the completion of the election process at the Annual Membership Meeting. (Section 7.2 By-Laws)
6. The Annual Meeting of the Membership will be held on the last Thursday of May each year, unless the Board designates some other date, at such place and time as the Board may determine. The annual meeting of the Membership shall be for the purpose of electing new Board Members (pursuant to Section 7.6), considering and voting on any amendments to these By-Laws (as provided in Section 11.3), and any other business that requires the attention of the full Membership. This meeting shall include a Financial Report by the Treasurer. (Section 9.1 (a) and (b) By-Laws)
7. Actions which are potentially controversial or significantly affect a group of neighbors should be approved by the Board in advance. (Aug. 9, 2011 Board Meeting)

## **Financial Policies**

1. Each year, prior to the beginning of the Membership Drive, the Board will prepare an “Annual Budget” detailing the estimated revenues and costs of operating PGC during the coming fiscal year, beginning January 1st and ending on December 31st of the same year (the “Fiscal Year”). (Section 4.6 (c) By-Laws)
2. All expenditures of PGC funds should be approved by the Board. Since the budget is approved by the board, budgeted funds do not require further approval. Any expenses of non-budgeted funds do require board approval. (Aug. 9, 2011 Board Meeting)
3. Designated gifts must be spent accordingly. If a financial gift is made to the Park, the money must be spent on the Park. (Aug. 9, 2011 Board Meeting)
4. Expenditures outside the approved budget shall require the majority approval of the Board. Emergency expenditures will be approved and disbursed in accordance with the President’s emergency expenditure authority as described in Section 5.2. (Section 5.5 By-Laws)
5. The Parkwood Garden Club will maintain a reserve of \$5,000. (Aug. 9, 2011 Board Meeting)
6. The PGC Board of Directors formally accepted the South Fork Conservancy’s Fiscal Sponsorship Contract for Parkwood Park. (June 11, 2012 PGC Board meeting)
7. The Parkwood Garden Club Board of Directors voted to authorize volunteers who water the Park to use the water meter at no charge to water their yards, excluding swimming pools.
8. The Parkwood Park has specific, detailed Procedures for Handling Donations and Expenses with the South Fork Conservancy. To review, see the Parkwood Park Chairperson or the Parkwood Garden Club Treasurer, President and Secretary. (September 10 Board Meeting.)
9. The Board may assume the responsibility for providing funds to cover “refundable deposits” that may be required to rent or lease equipment that will be used to further the purposes of the Parkwood Garden Club or any of the authorized committees, provided:
  - a) the Board or a Committee authorizes the use of the equipment,
  - b) the Board approves funding the deposit,
  - c) the amount is more than \$100,
  - d) and the amount deposited is fully refundable, or the Committee has available funds in its budget or other accounts to reimburse the Board for any amount retained from the deposit. (January 13, 2013 Board Meeting.)

## Communication Policies

1. All messages and attachments sent via PGC e-mail shall be for legitimate PGC purposes only. Use discretion when sending potentially sensitive information via e-mail. All copyright laws shall be obeyed when copied information is used (such as a quote or an article.) Note the source and give credit where appropriate. The following shall not be included in official PGC e-mail: political statements, solicitations, advertisements, sale notices, chain letters, personal jokes or other personal mail. The attached chart describes the methods of communication available to the PGC Board and members. (Modified at June 11, 2013 Board Meeting)
2. The PGC Treasurer, Secretary and President will keep the keys to the PGC post office box. (Aug. 9, 2011 Board Meeting)
3. The following e-mail addresses representing Board members and Committee Chairs are posted on the PGC website:
  - president@parkwoodgardenclub.com
  - vice.president@parkwoodgardenclub.com
  - treasurer@parkwoodgardenclub.com
  - secretary@parkwoodgardenclub.com
  - civic@parkwoodgardenclub.com
  - webmaster@parkwoodgardenclub.com
  - neighbor.care@parkwoodgardenclub.com
  - membership@parkwoodgardenclub.com
  - parkwood.park@parkwoodgardenclub.com
4. These e-mail addresses will forward e-mails received on the PGC website to the appropriate person's personal e-mail. An archive of all e-mails received will be kept on the site. Visitors to the site will not have access to personal e-mail addresses without approval of the individual. Standardized addresses will avoid annual updates. (Aug. 9, 2011 Board Meeting)
5. The PGC committee chairs will forward any information they wish to be posted on the website directly to the webmaster. The secretary will forward minutes to the webmaster after Board approval. (Oct. 11, 2011 Board Meeting).
6. Specific information about smaller PGC social functions will have a note of "please check your email for details," reserving privacy and security by withholding specific time and location. (September 10, 2012 Board Meeting)
7. To protect potentially sensitive information, the PGC minutes posted to our website, www.parkwoodgardenclub.com, will be password protected. (Approved June 11, 2013)

8. The Membership Committee Chair will maintain the official email list. Each Committee Chair and/or Board Member will be responsible for sending his/her official emails to the PGC members. (Approved June 11, 2013)
9. Members may elect to be removed from the PGC email list entirely and henceforth will not receive any communications via email; however, members may not choose to receive some emails and not others based on categories. (Approved November 11, 2013)
10. The email list of the PGC members cannot be used by outside organizations, including groups or special committees working within the Parkwood neighborhood without the approval of the Board. . (Approved November 11, 2013)
11. The database of PGC membership is not available to anyone other than the Board, except as provided in Communications Policy 10. . (Approved November 11, 2013)

**Communications Matrix**

TOPIC	OWNER	E-MAIL	WEBSITE	Facebook
Neighborhood crime	Crime Prevention (Civic)	X		X
Nearby crime	SAB	X		X
Party Invitation	Social Chair	X	X	X
Party Reminder	Social Chair	X	X	X
Bunco	Bunco Chair	X		X
Minutes of BOD Mtgs.	Secretary to Webmaster		X	
Articles	Author, Webmaster		X	
Lost Pet	PGC Board	X		X
Non-PGC Events	PGC Members			X
Park Workdays	PPC Chair	X	X	X
Membership Drive	Membership Chair	X	X	X
Annual Meeting	President	X	X	X
Emergency	PGC Board	X		X