



The Garden Club of Palo Alto Charitable Trust

Operating Guidelines and Procedures

Section 1. The Garden Club of Palo Alto Charitable Trust (Trust) and the Board of Trustees.

- a. The Trust Agreement dated January 12, 1965 states in Item:
 4. The purpose of this trust is to receive and maintain a fund or funds and to apply the income and principal therefrom exclusively for charitable and educational purposes, either directly or by contributions to organizations duly authorized to carry on charitable or educational activities, such activities limited to the following activities: gardening, nature study and horticulture, conservation of natural resources and beautification of public areas.
 5. The Trustees shall not conduct the affairs of this trust in any manner or for any purpose contrary to the provisions of Section 501 (c) (3) of the Internal Revenue code of 1964 as now in force hereafter amended.
 7. The Trustees of this trust shall consist of those persons who are from time to time serving as members of the Board of Directors* of The Garden Club of Palo Alto.
 8. All decisions of the Board of Trustees* of this charitable trust shall be subject to the majority approval of the membership of The Garden Club of Palo Alto, any such vote to be subject to the then prevailing rules and regulations of said Garden Club. (*Both herein referred to as Board as they are one and the same.)
- b. Board of Trustees: In order to conduct the affairs of the Trust as outlined in Items 4 and 5 above the Trustees recommended the Directors:
 1. Form the Holiday Affaire Committee to raise funds that can be added to the Trust's cash assets to be used for charitable purposes as intended by the Trust.
 2. Form the Project Funding Committee to perform all necessary duties to make grants from the Trust.
 3. Set the Fundraising and Funding Guidelines, Procedures and Process to execute these duties.

Section 2. The Holiday Affaire Committee: The Board has formed the Holiday Affaire Committee to raise funds available for grants by holding a biennial boutique featuring products designed and created by members of the Garden Club of Palo Alto. It is a Standing Committee of the Garden Club of Palo Alto.

- a. All Committee Members shall be members of the Garden Club. The purpose of the event will be to raise as much money as possible to fulfill the Trust's purpose.
- b. The duties of the Committee will be:
 1. To manage the entire Event process within the allowed budget.
 2. To engage members who volunteer their time, talent and creativity to provide products for sale.

Section 3. Project Funding Committee: The Board has formed the Project Funding Committee. It is a Standing Committee of the Garden Club of Palo Alto.

- a. The Committee members shall be:
 1. The President who also shall serve as Parliamentarian.
 2. The Treasurer.
 3. Four at large Active members will each serve staggered two year terms. The President appoints, with Executive Committee approval, each of the four members and the Committee Chair who will be one of the two members serving their second year on the Committee. These members are not to serve more than one consecutive two year term.
- b. The duties of the Chair and Committee shall be:
 1. To manage Project Funding Guidelines and Procedures as directed by the Board and as outlined below.
 2. The Chair shall provide an annual report to the Board and maintain a continuing committee record.

Section 4. The Project Funding Procedure.

- a. Grants:
 1. Funding requests must conform to the terms of the Charitable Trust



2. Grant approval vote by board and active membership is defined as a majority of members present and voting, except when a. a single grant is greater than 50 % of the total grants for that year or b. when the total of that years' grants are greater than 50% of the total available funds as of February 1st at which time a 2/3 approval vote by written ballot is required.
3. Any organization applying in the current year that received a grant in the previous year must submit an up-to-date status report on the previous year's project with the current year application.
4. A grant approved for a proposal must be used for the specific project described in the application and be located within the Membership area as designated by the governing Bylaws.
5. Projects must be completed within 18 months of the receipt of the grant money.
6. No organization may receive a grant more than three (3) years in a row. There must be one year waiting period before reapplying.

b. Grant Application Procedure:

1. The FINAL deadline for submitting applications is noon of the February Member Meeting date.
2. An application for funds is to be submitted by two members (one of whom must be an Active Member) of the Garden Club.
3. One of the sponsoring members must be active in the community organization and both be well informed about the project to be funded.
4. These two members are to act as liaison between the organization and the Garden Club.
5. The members submitting the grant must monitor the project and ensure a twelve month and eighteen month status report or one report when project is completed whichever comes first. The report must be a written report to the Project Funding Chair.
6. A Member submitting a proposal must abstain from the discussion of her proposal at committee and Board meetings. A Project Funding committee member may not submit a funding application.

c. Project Funding Timeline:

1. The Chair shall provide members with grant information and applications.
2. The Committee shall meet prior to the February Board meeting to review, research and recommend the grant requests submitted for funding.
3. The Chair shall present the Committee's report to the Board for its consideration and approval at the February Board meeting and announce the recommended grants at the March General Meeting.
4. The recommended projects shall be printed in the April Bulletin.
5. The Chair shall present proposed grants for discussion with a written ballot at the April membership meeting. Grant approval vote by the board and the active membership require a majority vote; except when a. a single grant is greater than 50% of the total grants for that year or b. the total grants exceed 50% of the available fund balance at February 1, at which time a 2/3 approval vote by written ballot is required. Each proposed grant is subject to a separate vote but on the same ballot.
6. The Chair will promptly notify members, sponsoring members and the community organizations of the status of their requests and arrange payment of the grants within 30 days of the date of the membership vote.

Section 5. The Treasury Function

a. Fund Requirements:

1. A reserve balance of \$6,000 must be maintained in the Charitable Trust Accounts. Up to \$5,000 of this reserve may be withdrawn for the Holiday Affaire fund raiser expenses. Any withdrawals for this purpose must be replenished from the proceeds of the event.
2. The Palo Alto Garden Club Treasurer is responsible for maintaining the books and records of the Trust which includes maintaining rules set by this Agreement.

Section 5. Amendments: An amendment to the "Board of Trustees: Project Funding" (with the exception of Section 1. a. The Charitable Trust) may be proposed by the Board of Trustees. Such amendment shall first be presented in writing to the active membership and then read aloud and voted upon at the next regular membership meeting. Approval shall be by majority vote of the active members present and voting.

Amendments to Project Funding were printed in the April Bulletin and approved by the Active Membership April 7, 2015.