

CRFG, San Diego Chapter Standard Operating Procedure
For Members' Review - DRAFT - June 2007

Please review this DRAFT and let us know if you have any questions or suggestions. Your input is important. We will be opening the floor for question/clarification at our June 28th meeting and finalize it for publishing with the June newsletter so we can vote at the June 28th meeting.

Standard Operating Procedure and Rules (SOP&R)

Article I. Name - San Diego Chapter of the California Rare Fruit Growers.

Article II. Objective

The Objective of our Chapter is to further the activities of the California Rare Fruit Growers, Inc. (CRFG) at the local level in San Diego County. The primary purpose of CRFG is to encourage and further public and scientific research, education and preservation of rare fruit plants worldwide

Article III. Membership and Dues

Section 1. Membership

- A. Regular membership in the chapter shall be open to anyone upon payment of the annual dues. Regular membership requires membership in the parent organization, CRFG, Inc.
- B. Honorary Life Membership in the Chapter may be awarded to individuals who have served in the Chapter in an outstanding way. Honorary life members have all the rights and privileges of regular members. They do not pay Chapter dues.

Section 2. Dues

- A. The annual dues payable by members shall be an amount determined by the Executive Committee. At this time the dues are \$13.00 for a single membership, \$18.00 for a household (two voting rights) and \$10.00 for a full time student (must show ID), electronic newsletter only.
- B. Membership is for one year. Members can pay in advance for as many years as they wish.
- C. Chapter dues cover the cost of producing and distributing the cost of the newsletter and the Chapter cost share of liability insurance from the parent CRFG.
- D. If a member has a lapse of more than three months of paying dues, the member is responsible for paying from the date of payment forward and is not responsible for back dues. If the payment of dues lapse is less than three months, the member's payment of dues shall cover the three months in which the member received the newsletter and the date of membership does not change. A member in arrears will receive the newsletter for a grace period of three months.

Article IV. Officers and Duties

Section 1. Officers

- A. The officers of our Chapter shall be: Chair, Vice Chair, Secretary and Treasurer. The term of office shall be one year. The above Officers constitute the Executive Committee.
- B. Should an officer be unable to complete the term, the Executive Committee shall elect a replacement to complete the term.
- C. *Should any Officer neglect the duties of the position, they may be replaced by a majority vote of the General Membership.*
- D. No officer shall hold more than one office at a time.

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- E. The Officers of the Chapter are not personally liable for any debts or obligations of the Chapter.

Section 2. Duties

- A. **Executive Committee.** The Executive Committee represents the general membership and is responsible for the management of the Chapter.

B. Chair

1. The Chair shall serve as the Executive Officer of the Chapter. The Chair presides at all regularly scheduled meetings, special meetings and Executive Committee meetings.
2. The Chair shall inform members of the time and place of General Meetings via the newsletter and may call special meetings.
3. The Chair shall appoint all committee members with the approval of the Executive Committee.

C. Vice Chair

1. The Vice Chair shall assist the chair and assume the duties of the Chair in the Chair's absence.
2. The Vice Chair shall be the Program and Events Coordinator, responsible for developing the upcoming year's regular schedule of topics, speakers, field trips, etc. The Vice Chair will be responsible for contacting and scheduling speakers, and making all the arrangements for Chapter field trips. The Vice Chair may delegate these duties as needed, but bears responsibility for them.
3. *The Vice Chair shall initiate the Nominating committee. He/she shall initiate the creation of the Nominating Committee prior to the October monthly meeting for the purpose of developing a slate of proposed candidates for the October nominations and November elections. The Vice Chair will make a call from the floor at the September meeting looking for volunteers for the Nominations committee. No member from the Executive Committee shall be a member of the Nominating Committee.*
4. The Vice Chair is responsible for good order at all Chapter events. This responsibility includes enforcing the Chapter Courtesy Rules.
5. The Vice Chair shall actively respond to member suggestions and complaints.
6. The Vice Chair is responsible for scheduling the meeting room. He/she shall schedule the meeting room one year in advance and keep the Chapter's copy of the room's contract.

D. Secretary

1. The Secretary shall keep an accurate record of the minutes and all votes taken at regular meetings.
2. The Secretary shall keep a record of Executive Committee meetings and any special meetings.
3. The Secretary will provide a brief summary of the minutes of the meeting to the newsletter Editor to be included in the newsletter.
4. The Secretary will provide a brief summary of minutes at the general meeting.
5. The Secretary shall certify and keep the original copy of the Standard Operating Rules and Procedures as amended or revised to date.
6. The Secretary shall keep a book of minutes of all general and Executive Committee meetings, recording therein the time and place of holding, whether regular or special, the names of those

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present at Executive Committee meetings, the number of members present at the general meetings and minutes thereof and is custodian of these records. All important decisions will be recorded in the Book of Minutes.

7. The Secretary shall carry on the official correspondence of the Chapter.

E. Treasurer

1. The Treasurer shall have charge and custody of, and be responsible for, all funds and securities of the Chapter and shall deposit all such funds in the name of the Chapter in the bank approved by the Executive Committee.
2. The name of the bank account shall be San Diego Chapter of the California Rare Fruit Growers, Inc.
3. The Treasurer shall make a financial report of all income and expenses since the last meeting at each Executive Committee meeting.
4. *A third party shall audit the funds, books and vouchers of the Treasurer yearly, and whenever the general membership deems it appropriate to do so. The Auditor shall prepare a written report and make it available to the Executive Committee.*
5. Budgeted expenditures are to be authorized by the Treasurer.
6. Non - budgeted expenditures up to \$500 must be approved by the Chair **and** Treasurer, alternately the Vice Chair and Treasurer.
7. Non - budgeted expenditures over \$500 must be approved by the General Membership at a general meeting.
8. The Treasurer will provide a brief monthly report at each monthly meeting and an annual report in the January newsletter.
9. The Treasurer shall keep and maintain adequate and correct account of the Chapter's business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses. The accounting shall be available at all General, Special and Executive Committee meetings.
10. The Treasurer shall prepare an annual budget for membership approval at the January meeting. This budget will be published in the February newsletter accompanied by a condensed statement of the income and expenses for the past year.
11. Not later than March 1st, the Chapter Treasurer shall submit a complete Financial Report to the treasurer of CRFG, Inc. consisting of an income and Expense Statement with a balance sheet.

Article V. Committees

Section 1. Executive Committee

1. The Conduct of the business affairs of the Chapter are vested in the Executive Committee. The Committee is composed of the following officers: the Chair, Vice Chair, Secretary, Treasurer and the immediate past Chair (for one year). Any Chapter member may attend Executive Committee Meetings; but only members of the Executive Committee shall hold voting rights. Other attendees shall act in an advisory capacity only.
2. *Executive Committee Meetings may be called as needed by the Chair. The presence of three officers shall constitute a quorum.*

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Section 2. Nominating Committee

The Nominating Committee shall consist of at least four persons from the general membership. Nominations may also be made from the floor at the November meeting.

Section 3. Standing Committees

The Standing Committees (also known as the Appointed Committees) of the Chapter shall include: Membership, Fair, Field Trip, Greeting, Group Purchasing, Hospitality, Library, Members at Large, Newsletter Editor, Quail Gardens, Scion Wood, Tasting Table, Video Committee, Webmaster, and Advisor.

1. *The **Membership Committee** is responsible for updating and maintaining current membership list, and provide the Newsletter Editor with this information for newsletter distribution.*
 - *The Membership Application shall be processed by the Membership Committee.*
 - *All Membership checks shall be sent to the Treasurer for Bank deposit.*
 - *The Membership Committee shall be responsible to maintain and keep up-to-date the Membership List.*
 - *Members will be asked if they want to op-out from the Membership List prior to distribution of the List.*
 - *Membership List shall be mailed once a year in the spring to all members.*
 - *The Membership Committee shall be responsible for recruiting and membership drives.*
 - *The Membership Committee shall be responsible for providing the Greeting Committee with a current sign in sheet for each meeting.*
2. **The Fair Committee** shall plan and supervise the Chapter's participation in the San Diego County Fair and the Home and Garden Shows or any events on which the Chapter is represented.
3. **Field Trip Committee** shall plan and organize field trips for the Chapter.
4. The **Greeting Committee** shall greet the members and guests at the entrance and keep a record of the attendance and guest list.
5. The **Group Purchasing Committee** shall arrange for the group purchasing for the Chapter.
 - All bulk buying must be authorized by the Executive Committee.
 - The purchases ordered by members must be prepaid.
 - No chapter funds should be involved to avoid the perception of impropriety.
 - Delivery sites must be arranged in advance of ordering.
6. The **Hospitality Committee** shall arrange to have light refreshments and have the necessary amenities at meetings and special events.
7. The **Library committee** shall have custody of the Chapter Library, and shall be responsible for the loan and return of the material.
 - The Library Committee shall maintain a complete inventory of the Library and the location of each item.
 - Borrowed articles must be returned at the following Chapter meeting unless other arrangements have been made.
8. **Members at Large** will be appointed as liaison between the Chapter and the San Diego Botanical Garden Foundation.

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- A Member at Large shall serve as a liaison between the CRFG, Inc. and the Executive Committee.
9. The **Newsletter Editor** shall publish a monthly newsletter that includes notices of upcoming meetings, events, and articles of interest.
- Articles must be submitted by the date requested by the Editor.
 - The Newsletter will be reviewed by a member of the Executive Committee prior to release.
10. **Quail Gardens Committee** shall, with the approval and cooperation of Quail Gardens' personnel, supervise the Chapter planting and volunteer work.
11. The **Scion Wood Committee** shall plan and supervise the Scion Wood Exchange meeting every January meeting.
12. The **Tasting Table Committee** shall arrange to display the ripe fruit for tasting brought to the meeting by members and encourage members to share their harvested fruits at the Chapter Meetings.
13. The **Video Committee** shall videotape programs, and add the finished videos to the Library.
14. The **Webmaster** shall develop and maintain the San Diego Chapter Website *under the direction of the Executive Committee. The website design and update(s) shall be reviewed by a member of the Executive Committee prior to release.*
15. The **Advisor** appointed by the Executive Committee shall advise the Committee on points of procedure as required to ensure compliance with CRFG Inc. By-laws.

Section 4. Other Committees

The Executive Committee will form other committees as required. The duties of these committees will be defined by the Executive Committee.

Section 5. Replacing Committee Members

Should any Committee Member neglect the duties of the position, they may be replaced by a majority vote of the General Membership.

Article VI. Meetings

Section 1. Chapter meeting topics for the next year will be formed by the Executive Committee soon after the November elections.

Section 2. Written or electronic notice of General meetings shall be available to Chapter members through publication of the newsletter. The notice shall state the date, time and location of the meeting.

Section 3. 25% percent of Chapter members shall constitute a quorum when a vote is required of the general membership excluding the general elections.

Section 4. The October meeting is designated for nominations and the November meeting as elections. The December meeting is reserved for the annual potluck dinner with little business planned.

Section 5. Special meetings may be called by the Chair or by petition of five or more members of the Chapter. A written or electronic notice stating the date, time, location and agenda of the special

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meeting shall be sent to each member. No business other than that stated in the Call to Special Meeting may be transacted.

Article VII. Elections

Section 1. At the September monthly meeting the Vice Chair will make a call from the floor for volunteers for the nominating committee. These volunteers will meet and form a slate of candidates for the October nominations. The Nominating Committee shall present the slate of Candidates at the October general meeting. Additional nominations, with the consent of the nominees, may be made from the floor at the November General meeting.

Section 2. Members present and voting at the November general meeting shall elect the new officers. A majority of votes cast will constitute an election. Election results will be announced at that meeting and published in the next newsletter.

Section 3. *The newly Elected Executive Committee shall attend the Executive Committee meetings and work in the transition of duties.*

Section 4. *The new Officers shall assume their duties at the conclusion of the December meeting. The retiring secretary shall complete the meeting minutes; and the retiring Treasurer shall complete the financial transactions and close the books prior to the January meeting.*

Article VIII. Parliamentary Authority

Section 1. Proceedings of this Chapter shall be governed by *Robert's Rules of Order, Newly Revised* in all matters not otherwise provided in these rules and procedures and the by-laws of CRFG, Inc.

Article IX. Amendments

Section 1. Any member may propose to amend these Rules and Procedures by submitting a proposal to the Executive Committee.

Section 2. All amendments of these Rules and Procedures shall be approved first by a majority vote of the Executive Committee at a duly called meeting then submitted to the general membership for ratification.

Section 3. After approval of the Executive Committee, a two thirds vote of those present and voting at any regular meeting at which a quorum is present may amend the Rules and Procedures provided that all proposed amendments have been submitted either electronically or by US mail to all Chapter members at least 3 days prior to the meeting at which the vote is to be cast.

Section 4. A copy of these Rules and Procedures will be available on the Chapter website.

Article X. Fiscal year

Section 1. The fiscal year shall be concurrent with the calendar year as established in the By-laws of CRFG Inc.

Article XI. Courtesy Rules

Section 1. The following are general rules established to keep good order at all meeting and events.

- Conversations other than the speaker at that time are not permitted.
- The tasting table is off-limits until the appropriate time.

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- Any scion wood made available to the general membership is also off limits until the appropriate time.

Section 2. *Anyone not abiding by the courtesy rules may be asked to leave the meeting room immediately.*

Article XII Plant sales

Section 1. *(Under development) Member's plants can be sold on consignment through the club with the club receiving 20% of gross of the member's plants sale. Members are responsible for their plants at all times including delivery, pick-up and watering. Plants can also be donated to the club for sale.*

Article XIII Opportunity Table

Section 1. All general meetings except the December meeting will have an opportunity table devoted to the donations of members for the good of the club. The rules and procedures of the San Diego Botanical Garden Foundation will be followed.

Article XIV Disruptive Members

Section 1. *If a member is found to be very disruptive or having poor conduct hindering the good order of the club, that member may be asked to remove themselves. If further action proof necessary, it will be voted by the Executive Committee.*

Article XV Dissolution

Section 1. In the Event of dissolution of the Chapter, the assets of the Chapter will be transferred to CRFG, Inc. after all obligations of the Chapter have been met