TEXAS GARDEN CLUBS, INC.
POLICY STATEMENT

These policies have been formulated from time to time as a definite course of action adopted for the sake of expediency, facility of action, practical wisdom, legal responsibility, and courtesy within the organization.

The policies are formulated to inform and educate those persons involved in the operation of defined areas of endeavor.

THE POLICY STATEMENT shall be included in the publication designated as the **BYLAWS OF TEXAS GARDEN CLUBS, INC.** as a convenience to the leaders and members of the organization. It is a binding document of procedure in the operations of Texas Garden Clubs, Inc. having been established from passed motions and recommendations by the Voting Body and recorded in the minutes of Texas Garden Clubs, Inc.

I. AWARDS PROGRAM

1. Offer awards comparable to all of those at National Garden Clubs, Inc.; additional awards, as deemed necessary, may be added to the program for Texas Garden Clubs, Inc.
2. Participate in the South Central Region Awards Program.

II. BOARD OF DIRECTORS

1. All nominees for positions on the Board of Directors are expected to be persons of dedication and commitment to the organization.

2. Loyalty, responsibility, moderate social habits, ability to interact well with people and discretion in all matters are further desired attributes.

3. All nominees should be able to exercise good judgment in problem solving, capable of conducting orderly meetings in order to bring prestige to the office and honor to Texas Garden Clubs, Inc.

4. All members of the Board of Directors would be someone in whom the entire membership could take pride as a representative of Texas Garden Clubs, Inc.

III. COMPLIANCE WITH OMNIBUS ACT 1993

1. Cash contributions of $250.00 or more - No service or goods rendered

TEXAS GARDEN CLUBS, INC. will comply with the Omnibus Budget Reconciliation Act of 1993 (official designation) which was signed into law August 1993 and became effective on January 1, 1994, by meeting the provisions to prevent abuse of deductions by donors for contributions made to our organization.

TEXAS GARDEN CLUBS, INC. assumption of responsibilities will include contemporaneous substantiation of all contributions.

To avoid any penalties for failure to provide the required statement within the needed time frame a letter of substantiation will be issued promptly. Penalties are set at $10.00 per contribution for any request for substantiation, which is not met at **contemporaneous** time.

Contemporaneous Substantiation by definition requires a statement of receipt to be in the donors possession no later than the date a donor files a return for the tax year in which the contribution is made.

Technically, the responsibility for obtaining the substantiation of the gift rests with the donor, but as a matter of public relations and appreciation, TEXAS GARDEN CLUBS, INC. will meet the contemporaneous requirement by issuing an immediate acknowledgment.

THEREFORE: All donors of cash contributions of the above designation only will be issued a written acknowledgment from TEXAS GARDEN CLUBS, INC. at the time gift is received by the Office Manager at Headquarters. A sample letter will be supplied to the personnel so that all information required under the **ACT OF 1993** will be included. Instructions will be issued by the Trustees for processing the letters.

2. Aggregating Contribution Method

Substantiation is required and will be issued if a donor makes a gift to separate funds or projects with more than one check which are in varying amounts, but the total equals or exceeds $250.00; these separate checks must be made on the same day/date to qualify as a gift of $250.00 or more.

3. Personal and Tangible Property

Personal and/or Tangible Property donated to TEXAS GARDEN CLUBS, INC., no service rendered or extended by organization, must be acknowledged. Description of the property must be made but a value need not be made in the letter of substantiation. Valuation of donated property is the responsibility of the donor.

4. Quid Pro Quo Gifts

By definition this contribution means something in exchange for something; tit for tat; something of intrinsic value for a gift or donation of monetary value; an exchange of like for unlike; the value of one gift received may or may not equal or exceed the contribution of cash or property.

SAMPLE LETTER: Since there is no prescribed format for substantiation statement but certain information needed for tax purposes, the sample letter is defined as meeting all requirements for Gift Classifications # 1, 2, 3, and 4.

The letter furnishes the donor with date of gift; whether cash or check; if check, the date drawn and the bank used; courtesy calls for the check number to be noted; amount of gift and its designated use; a paragraph outlining appreciation for choosing particular project or fund (text to vary); Tax Exempt Status of TEXAS GARDEN CLUBS, INC., and a Federal Tax Identification Number and a statement that the gift is totally tax deductible.

Both the Policy Statement and sample letter to be incorporated into the Manual of Operations for Headquarters.
Ref: 4/94 S. Padre

IV. CONVENTIONS POLICY

1. Seat members of the Executive Committee and Former Presidents at **Head Table** once during a convention. **Celebrity Tables** may be used with much the same connotation. **(Exception may be necessary during Fall Convention which is shorter.)**

2. Underwrite two registration packets for the local Chairman and Vice Chairman as part of Convention expenses.

3. At Spring Convention in odd numbered years, following installation of officers, provisions will be made for a receiving line. Reception for the new President should be kept simple and without food. Ref; 5/88 Houston.

4. Consult Conventions Brochure and Protocol Brochure for other policies. Texas Garden Clubs, Inc. publishes additional brochures, which may be pertinent to convention courtesies and procedures.

V. FINANCES

1. All officers, chairmen or committee members involved with finances of the organization should obtain a copy of the Finance Manual.

2. To provide, at the request of club or chairman for certain advances as set forth in the STANDING RULES, under ADVANCES - TEMPORARY.

3. Any changes in these policies and procedures must be submitted to the Executive Committee for approval. (ARTICLE XVI, Section 1.a.) Detailed instructions and policies governing handling of funds are found in the Finance Manual.

VI. GIFTS

1. **Gifts to be Given**
   a. Reward the Headquarters Personnel with gifts at Christmas. Amounts to be set by the President, and taken from the President's Discretionary Fund.
   b. Donations to other organizations only as allowed under STANDING RULES, D. VICE PRESIDENT-FINANCE, #3.

2. **Gifts Received**
   a. Accept gifts for Headquarters only after approval of Trustees.
   b. Gifts to TEXAS GARDEN CLUBS, INC., other than to Headquarters, may be accepted only after approved by the Executive Committee.
   c. Contributions to Projects or funds are channeled into the proper accounts as stipulated by donors. **Unassigned** contributions are used for projects adopted by the current administration.
   d. Each donor to be informed that although our status with IRS is 501 C (3), a non-profit charitable and educational organization, gifts are tax deductible only as the law applies to the individual donor.

VII. HEADQUARTERS BUILDING AND ADMINISTRATION

The management and care of Headquarters Building and Administrative detail performed therein is delegated to the elected Trustees in consultation with the President and subject to the approval of the Voting Body.

A Manual for Operation of Headquarters has been provided as a delineation of the Bylaws, ARTICLE XIV, TRUSTEES - HEADQUARTERS COMMITTEE AND RULES OF ORDER.

Changes in Policy and Procedure may be made only by approval of the Voting Body.

1. Headquarters shall be closed on legal holidays, Christmas week and at such times as recommended by Trustees and approved by the Voting Body.
2. The Membership Roster of Texas Garden Clubs, Inc. shall not be released to anyone without prior approval of the Executive Committee.
3. When use of the **Corporate Seal** of Texas Garden Clubs, Inc. by officers and chairmen or for Conventions has been authorized, it shall be sent Registered Mail/Return Receipt Requested. The **seal** shall be returned in the same manner and its receipt acknowledged by the President.
4. Stationery bearing the TEXAS GARDEN CLUBS, INC. seal and/or name shall be used only for TEXAS GARDEN CLUBS, INC. business and shall not be used to endorse any commercial establishment, product (other than those relative to TEXAS GARDEN CLUBS, INC.), or any political candidate or party.
5. Requests for free material from Headquarters, or information from chairmen, shall be accompanied by a self-addressed, stamped #10 envelope.

VIII. NATIONAL AND REGIONAL COMMITMENTS OF TEXAS GARDEN CLUBS, INC.

As members of National Garden Clubs, Inc. and South Central Region, TEXAS GARDEN CLUBS, INC. is committed to recommending personnel to serve at five levels. (1) NGC Executive Committee, (2) NGC Nominating Committee, (3) South Central Region Director, (4) South Central Region Executive Committee, and (5) South Central Region Nominating Committee.

THE POLICY OF TEXAS GARDEN CLUBS, INC. FOR RECOMMENDATION OF MEMBERS AS CANDIDATES FOR NATIONAL AND/OR REGIONAL SERVICE:

At the beginning of each new administration the State Personnel Chairman shall prepare forms to be filled out by interested candidates for Regional and/or National service to include background information: education, work experience and special skill or expertise; garden club service on State, Regional and/or National levels; any particular field/s of interest; attendance at Regional and National meetings in the past three years; a statement of ability to meet financial obligations incurred by Regional and National officers or chairmanships; and a statement of willingness to serve on National and /or Regional Boards, if requested.

State Personnel Chairman shall keep an updated record of attendance at State, Regional and National meetings of such candidates, and prepare a list as requested by the President when needed.

1. Election of TGC Representative to serve on NGC EXECUTIVE Committee.

a. To be eligible for nomination to the office of NGC Vice President each nominee shall have served as President of Texas Garden Clubs, Inc. for a minimum of two (2) years, and shall have served an additional two (2) years on the NGC Board of Directors within the six (6) years prior to assuming that office. (NGC Bylaws Article VIIII, b.)

b. To be eligible for the office of Recording Secretary or Treasurer, the nominee shall have served two (2) years as an elected officer of Texas Garden Clubs, Inc. for a minimum of two (2) years, and shall have served an additional two (2) years on the NGC Board of Directors within the six (6) years prior to assuming that office. (NGC Bylaws Article VIII, c.)

c. Representatives to serve[1] on the NGC Executive Committee shall be nominated by the TGC, Inc. Executive Committee and certified by the Board of Directors in the odd numbered years at the first Board Meeting of each new Administration to be eligible to serve Representative shall have attended two (2) of the three (3) NGC Conventions preceding the election. (NGC Bylaws Article VIII, e.)

2. Election of Representative to serve as South Central Regional Director and Alternate Director.

a. Texas Garden Clubs, Inc. shall elect a Representative to serve as South Central Regional Director and Alternate Director every three administration [six (6) years] in rotation with member states.

b. To be eligible for the nomination as Regional Director or Alternate Director, each nominee shall have served as President of Texas Garden Clubs, Inc. for a minimum of two (2) years and shall have attended two (2) of three (3) last NGC Conventions and Regional Conventions/Meetings preceding the election. (NGC Bylaws, article VIII, d.)

c. The Representatives to serve as Regional Director and Alternate Director shall be nominated by the Texas Garden Clubs, Inc. Executive Committee, and elected by the Board of Directors every six years in the odd-numbered years at the first Board meeting of each new administration.

3. **Election of TGC Representative to Regional Executive Committee**

In accordance with South Central Region Rules of Order, each state elects one representative to serve as one of the officers on the Regional Executive Committee.

a. To be eligible to serve, the Representative shall have served on the South Central Board of Directors for a period of two (2) years and have attended two (2) of the last three (3) South Central meetings at time of election.

b. Shall have served on the Texas Garden Clubs, Inc. Board of Directors a minimum of two (2) years and shall have attended two (2) of the last three (3) State Meetings.

c. At the Fall meeting of the new administration of Texas Garden Clubs, Inc. in odd numbered years the Representative to South Central Region shall be nominated by the Executive Committee and elected by the Board of Directors. The President shall send the Representative's name, qualifications and other pertinent information to regional Nominating Committee Chairman at least six weeks prior to the South Central Region meeting in even numbered years.

1 amended Midland 4/09

4. Election of TGC Representatives to the NGC Nominating Committee

There shall be a Representative on the NGC Nominating Committee, an Alternate member and an Alternate Member-at-Large.

a. To be eligible to serve on the NGC Nominating Committee, a Representative shall have served two (2) years as an **elected office**r of Texas Garden Clubs, Inc., a minimum of two (2) years as a member of the NGC Board of Directors and shall have attended two (2) of the previous three (3) NGC Conventions prior to assuming that position. (NGC Bylaws Article X. b, 1.)

b. The Representatives to serve as a NGC Nominating Committee Member, Alternate Member and Alternate Member-at-Large shall be nominated by the Executive Committee, approved by the Board of Directors, and elected by the Voting Body every other administration, rotating with South Central Region Member states. The Representative and Alternates shall be elected during the six-month period preceding the Regional Convention in the even numbered yea prior to service. The Representative member and member alternates shall be presented at the Regional Convention in the even numbered years. (NGC X 1, b, 4.)

5. Election of TGC Representatives to South Central Region Nominating Committee

Each state shall select one Representative, and one Alternate to serve on the South Central Region Nominating Committee.

a. To be eligible to serve as a member of the SCR Nominating Committee a Representative must have served a minimum of two (2) years on both the Board of Directors of South Central Region and the Texas Garden Clubs, Inc. Board of Directors, and must have attended two (2) of the past three (3) annual conventions of the South Central Region and Texas Garden Clubs, Inc. (SCR Special Rules of Order).

b. The Representatives to serve on the SCR Nominating Committee shall be nominated by the Texas Garden Clubs, Inc. Executive Committee, and elected by the Board of Directors in the Fall Board Meeting of each new administration in the odd-numbered years.

6. Recommendations of TGC, INC. Representatives to serve as Committee Chairmen, NGC.

The National President appoints the chairmen on her board and considers recommendations received from member states. In order that Texas Garden Clubs, Inc., may be represented by qualified members of high caliber, the policy for making recommendations shall include the following qualifications:

a. Distinguished service on Board of Directors of Texas Garden Clubs, Inc., for a minimum of two (2) terms prior to National consideration.
b. Attendance of minimum of two (2) of last three (3) meetings of NGC, Inc.
c. A statement of willingness to serve if requested, and ability to meet financial obligations incurred by such an appointment.
d. The President of Texas Garden Clubs, Inc. shall secure names from the Personnel Chairman of qualifying and willing members and present to the Executive Committee for approval at the appropriate time prior to the beginning of a new National Administration. The President shall send the list along with pertinent information as to qualifications and ability to the NATIONAL PRESIDENT-ELECT. (Ref. 4/94, S. Padre Island)

IX. PUBLICATION OF MAGAZINE

1. The official publication of the organization is known as *THE LONE STAR GARDENER.*

2. The publication is issued minimum of three times a year,[2] the President of Texas Garden Clubs, Inc. serves as the Editor; the Managing Editor is an elected officer.

3. *THE LONE STAR GARDENER* serves as the official communications line between Texas Garden Clubs, Inc. and its members. Encourage any member of Texas Garden Clubs, Inc. to submit articles of gardening interest to *THE LONE STAR GARDENER* Managing Editor for publication as space permits, giving the Managing Editor the right to edit the article without changing the meaning. Such articles are not to be commercial in nature or to promote personal gain. (See Standing Rules, *THE LONE STAR GARDENER*).

4. Advertising:
   a. *THE LONE STAR GARDENER* accepts advertising with certain restrictions:
      (1) That advertising be accepted at rates approved by the Executive Committee.
      (2) That advertising does not offer competition to TGC, Inc. project/s.
      (3) That advertising does not promote sale of tobacco or alcoholic beverages.
      (4) Districts or members may submit the names of reputable companies to the Advertising Manager for further contact.
      (5) The Registration Form for conventions will no longer carry the name and address, or room rates of convention hotel; this has been ruled as unlawful and constitutes advertising. See Convention Manual for fuller detail.

5. District Quotas for *THE LONE STAR GARDENER* Advertising
   a. Each District will be assigned a dollar quota for advertising in *THE LONE STAR GARDENER* for each two year administration, based on the number of clubs and members within the District.
   b. Notices placed by the District, club/s or club member within the District as a memorial or as an honor for someone; personal messages; to advertise an event in the District; or ads secured by the District or District member promoting an acceptable product or event which may or may not be in the District, may be used to achieve credit toward the District quota.

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2 amended Midland 4/09

c. Cooperation is needed from all areas if quotas are to be achieved. If a contact is made within the District and indications are favorable that an ad would be placed, then the Advertising Editor should be advised and allowed to complete the transaction. This eliminates confusion as to what is needed on the part of the advertiser and facilitates the publication of the ad. In this case, the District would be credited for the advertising. But no District is to assume that the Advertising Editor will make their quota for them.

d. This policy should be mailed to all new District Directors at the beginning of each administration along with assigned quotas.

X. SCHEDULING EVENTS SPONSORED BY THE STATE, DISTRICTS AND OTHER GROUPS WITHIN THE FEDERATION

The following policies have been in effect for many years as a guideline to scheduling events by the State, Districts and other groups within the Federation. The purpose is to avoid overlapping dates so all members are able to attend the events of their choice without being subject to conflicts.

Setting Convention Dates:

1. SPRING AND FALL events within Texas should not conflict with dates of SPRING NATIONAL CONVENTION, the NATIONAL BOARD MEETING, or the ANNUAL SOUTH CENTRAL REGIONAL MEETING. These dates, set from one to two years in advance are available from National, also printed in the *THE NATIONAL GARDENER.*

2. The SPRING CONVENTION of TEXAS GARDEN CLUBS, INC. is set approximately one month prior to the National Convention, and after the REGIONAL MEETING.

3. The FALL CONVENTION of TEXAS GARDEN CLUBS, INC. is set to follow the NATIONAL FALL BOARD MEETING, and generally falls the third or fourth week of October. It must not conflict with Garden Club Day at the State Fair in Dallas, which is on the second or third Tuesday in October.

   Specific dates for Spring and Fall Conventions are approved by the State Executive Committee six months to one year in advance and are available from the State President/Chairman of Calendar Events.

4. SPRING DISTRICT CONVENTIONS should be scheduled approximately **one month** prior to the TEXAS GARDEN CLUBS, INC. SPRING CONVENTION.

FALL DISTRICT CONVENTIONS (or ZONE MEETINGS) should be scheduled **after** FALL TEXAS GARDEN CLUBS, INC. CONVENTION and generally fall the first week in November.

While the Districts set actual dates of their meetings, as a courtesy to the State President, every effort should be made not to have conflicting dates among the Districts. When this happens, the President must make a choice as to which District to visit. Also, with the size of Texas it is very difficult at times for her to travel from one area to another if dates are too close, though not necessarily conflicting.

a. To avoid conflict of dates, the Chairman of the event shall contact the Calendar of Events Chairman for clearance before date is published.
b. Directors and the President may confer at any of the State Conventions to determine Convention dates and eliminate conflicts in convention scheduling.

Directors and the President may confer at any of the State Conventions to work out convention scheduling.

Symposiums, Schools and Tours

1. Dates for Symposiums, Flower Show Schools, Landscape Design Schools and Garden Study Courses must be approved by NGC; AND TO BE PUBLISHED IN *THE NATIONAL GARDENER*, THEY MUST HAVE RECEIVED approval at least **four months** in advance of the proposed date. Therefore, it is imperative that State Chairmen, or local group, in the case of Flower Show Schools apply well in advance.

   Since none of these dates can be in opposition to already set convention dates as outlined above, the State Calendar should be checked before choosing a tentative date. Since nearly all the State Conventions fall somewhere in April or the third or fourth weeks in October, these are times to avoid. While it may be difficult to avoid all District Convention dates, if they are already on the calendar, do not choose these dates.

   However, once the date for a School, Symposium, or State-Sponsored course has been approved and published, or is listed on the official State Calendar, then the Districts should avoid those dates in scheduling **their** conventions.

2. The STATE FLOWER SHOW SCHOOLS CHAIRMAN is RESPONSIBLE for checking the State Calendar and withholding approval of a Flower Show School date if in conflict. Even though the conflict is in another District than the proposed site, with the decreasing number of schools being held, it can be a disservice to those who may wish or need to attend from another area. Local sponsoring groups for Schools and Symposiums are urged to get a copy of State Calendar before selecting a proposed date.

3. LANDSCAPE DESIGN SCHOOLS CHAIRMAN, GARDEN STUDY SCHOOL CHAIRMAN, ENVIRONMENTAL SCHOOL CHAIRMAN[3] and the STATE FLOWER SHOW SCHOOLS Chairman are required to obtain approval from the Executive Committee for the dates of their SCHOOLS AND SYMPOSIUMS **before** the date is submitted and **before** instructors are definitely engaged, check the **State Calendar for conflicts**. The State President (or someone delegated) should also check. Since members statewide attend these events, they should not conflict with District Convention dates provided date of School or Symposium is set and on calendar prior to District dates.

4. Texas Garden Clubs, Inc. sponsored **TOURS** should not be in conflict with State Convention dates. Even though some of the tours are those where we are offered seats in connection with a tour planned by another group (and, therefore, dates are beyond our control), we should avoid encouraging participation in opposition to a State Meeting.

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3 amended Midland 4/09

MAINTAINING A STATE CALENDAR

1. The President appoints the State Chairman of Calendar of Events who maintains an up-to-date calendar of NATIONAL, STATE and DISTRICT events. Periodic up-dates should be sent to District Directors and affected State Chairmen. Waiting for publication in *The National Gardener* or *The Lone Star Gardener* may be too late for planning dates of events. Anyone needing the information at any time may contact Calendar Chairman, sending a self-addressed, stamped envelope.

XI. INVITING THE STATE PRESIDENT

The STATE PRESIDENT does not automatically attend all State-Sponsored events. The sponsoring group should extend an invitation if they wish the President to attend. She pays her transportation but housing, meals, registration and all other courtesies are paid by host group.

XII. WAYS AND MEANS

To avoid confusion, any subordinate of TEXAS GARDEN CLUBS, INC., such as Districts, Council and Federations, when sponsoring Ways and Means Projects, must not include the name of TEXAS GARDEN CLUBS, INC. in their publicity. TEXAS GARDEN CLUBS, INC. shall have priority over subordinates in sponsoring a like project, and the DISTRICT, COUNCIL, ETC., project must be cleared through the President of TEXAS GARDEN CLUBS, INC. before being adopted. Ref: Ga, 4-22-92

XIII. SCHOLARSHIPS

SCHOLARSHIPS are awarded annually by TEXAS GARDEN CLUBS, INC. Interest earned from the Scholarship Fund for the calendar year preceding the Award year plus any funds contributed and designated as spendable/useables for Scholarship grants allow for varying amounts each year.

Grants are recommended by the Scholarship Committee and approved by the Executive Committee, as follows:

1. To college level students (advanced junior, senior or postgraduate) enrolled in the study of Horticulture, Floriculture, Landscape Design, Forestry, Botany, Agronomy, Environmental Concerns and allied subjects.
2. The applicants must have already selected their major field of study
3. Should there not be sufficient number of qualified applicants or funds in any year to give named Scholarships for all seven honorees as listed in Bylaws, scholarships honoring these named honorees shall be rotated in order as listed. A donation of ten thousand dollars ($10,000) up to twenty-five thousand dollars ($25,000) shall entitle the donor, upon approval by the Executive Committee, to be added to the rotation of honorees of named Scholarships. A donation of twenty-five thousand dollars ($25,000) and above shall entitle the donor, upon approval by the Executive Committee, to be honored as honoree of an annual named Scholarship.
4. Scholarship grants are directed to the Financial Aid Officer of the college or university of the student's choice for distribution.

The SCHOLARSHIP MANUAL provides full details for applications, qualifications, forms, etc., Bylaws, ARTICLE XVII, Section 3.b.

XIV. VICE PRESIDENT'S PROCEDURE MANUAL

Each vice-president shall maintain a procedure manual covering her area of administration. Any changes, additions or deletions during her administration, approved as per ARTICLE XVI, Section 1, a., shall be incorporated into the Manual before passing to her successor at the end of an administration.

Adopted: April, 2003
Tyler

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