TEXAS GARDEN CLUBS, INC.
STANDING RULES

I. OFFICERS
PROCEDURES, BYLAWS, ARTICLE VIII

1. The criteria for selecting officers shall be based on finding the very best qualified candidates, choosing one officer from each District, if possible. When a District cannot supply a qualified nominee, selection may be made from the list of eligibles maintained by the State Personnel Chairman, regardless of District identity, or at the discretion of the Nominating Committee.
2. When a District Nominating Committee ascertains their District expects to be unable to present a nominee for a State Officer, the Chairman of the State Nominating Committee must be immediately advised. She in turn shall advise the other members of State Nominating Committee that Officer-at-Large may need to be nominated so members, if they desire, may present a candidate from their District for consideration. However, a candidate for an at-large position does not require the endorsement of her District nor is the State Nominating Committee bound to consider only those presented by Districts for at-large nominees. Also, if potential "passing District" is able to present a candidate prior to meeting of State Nominating Committee, that candidate will be considered.
3. a. In the event of a vacancy in office of President, her district becomes the "vacating District." The president-elect moves up to the presidency and relinquishes her previously assigned duty, which would tentatively revert to the vacating District as stated below.
   b. If a vacancy of any incumbent office occurs, an eligible replacement (Art. IX) should be from the same district as person vacating, qualified to assume the assigned duty, if possible. If the nominee is not qualified to assume the assigned duty, the Nominating Committee at its discretion and for the good of the organization may switch duties with another incumbent officer if feasible and agreeable. Otherwise, no qualifying nominee from vacating district available, the Nominating Committee may at its discretion fill the vacancy with any eligible and qualified member of Texas Garden Clubs.

4. When a nominee is selected from the membership at large, it is understood that she does not represent her own District nor the District who has "passed", but has been chosen for qualifications in filling an assigned job. The elected officers of Texas Garden Clubs, Inc. are representative of the State organization in all instances. It is also understood if the "passing District", at the beginning of any subsequent administration, has a nominee to present, that person may be placed in nomination from her District.

5 Definition of serving "more than half a term" to establish eligibility for re-election: if a member has served as an installed officer for three regular meetings of the Board of Directors (the first meeting after installation and two of the semi-annual conventions), the officer shall be considered as having served a full term.

6. Each Officer shall keep a notebook or pocket folder containing information relative to the specific chairmanship, and deliver this notebook or work-kit with guidelines and directives to her successor on or before May 31st of each odd-numbered year.

PROCEDURES, BYLAWS, ARTICLE X

A. PRESIDENT:

1. Prior to each Spring and Fall Convention, the President shall prepare and send to members of the Executive Committee and the Board of Directors, the Order of Business and the Agenda for each, along with the Call to Convention.
2. An annual allotment of one thousand dollars ($1,000) shall be set aside for the President's secretarial and travel expense, plus an annual allotment of one thousand dollars ($1,000) toward the President's National Convention expenses.
3. Texas Garden Clubs, Inc. shall purchase a National Board of Director's pin for each incoming State President. This shall be the duty of the outgoing President.

B. PRESIDENT-ELECT:

1. The President-Elect, following her election at the fall convention in the even-numbered years, shall consult the out-going President, the out-going and incoming District Directors, and the State and District Personnel Chairman for recommendations for qualified appointees to serve as State Committee Chairmen.
2. Texas Garden Clubs, Inc. shall purchase a gold-filled Past President's Pin to be given the retiring President. It shall be the duty of the President-Elect to make the purchase.

C. VICE PRESIDENTS:

1. Each Vice President who is a chairman of a committee, shall disseminate information and new ideas through District level counterpart chairmen, and shall keep lines of communication open by answering all mail promptly.

D. VICE PRESIDENT-FINANCE:

A manual detailing accounting procedures shall be provided for use by the Finance Chairman, and she shall keep it up-to-date as to any changes made by the Board of Directors during her tenure of office; and shall deliver it to her successor at the end of the fiscal year, May 31, in the odd-numbered years.

1. Expenses paid by Texas Garden Clubs, Inc.
   a. Budgeted items may be paid without further approval provided sufficient funds are available in the General Fund.
   b. Any recommendation involving unbudgeted expenditures shall be sent to the Finance Chairman and the President, at least fifteen (15) days prior to the next Finance Committee meeting.
   c. Any appreciable excess of a budgeted item shall be presented at the next convention as an amendment to the budget.

d. President's Expenses: An annual allotment of one thousand dollars ($1,000) shall be set aside for the President's secretarial and travel expenses, plus an annual allotment of one thousand dollars ($1,000) toward the President's National Convention expenses.

e. Other Officers and Chairmen: Expenses of Officers and/or Chairmen (postage, telephone, etc.) are the responsibility of the individual. Reimbursement is made only with prior approval of the Executive Committee.

f. Headquarters Personnel: when approved by the Executive Committee, expenses of designated Headquarters Personnel to attend State Conventions (registration, hotel and travel) shall be paid by Texas Garden Clubs, Inc.

g. Other Allowable Expenses:

(1.) One hundred dollars ($100.00) toward operational expenses shall be forwarded annually, by September 1, to the South Central Region, National Garden Clubs, Inc.

(2.) Upon the death of an Executive Committee member or spouse, a floral tribute or memorial, not to exceed fifty dollars ($50.00), may be given by Texas Garden Clubs, Inc., when authorized by the President.

(3.) Texas Garden Clubs, Inc. shall purchase a National Board of Directors pin for each incoming State President. This shall be the duty of the outgoing President.

(4.) Texas Garden Clubs, Inc. shall purchase a gold-filled Past President's Pin to be given the retiring President. It shall be the duty of the President-Elect to make the purchase.

2. Contracts

With the exception of routine maintenance contracts, all proposed contracts shall be approved by the Executive Committee. The Finance Chairman shall be furnished copies of all contracts involving income and expenditures.

3. Donations to Other Organizations

The funds of Texas Garden Clubs, Inc. shall be reserved to meet the yearly expenses and budgeted items, and are not to be used for donations to other organizations, except for duly approved projects furthering the objectives of the organization.

4. Miscellaneous Income and Contributions
   a. Fees: Upon registration, those holding Flower Show Schools shall send a $15.00 fee and those holding Symposiums shall send a $25.00 fee to the State Chairman for Flower Show Schools.
   b. All contributions to projects sponsored by Texas Garden Clubs, Inc., such as Headquarters Books, Memorial Fund, World Gardening, Wild Basin Wilderness, Library Fund, Headquarters Birdseed Fund, etc., shall be sent to Fort Worth Headquarters. Headquarters Personnel shall report to the respective chairman and to the State Awards Chairman the amount, name and address of the donor, and deposit all checks and other monies in appropriate accounts. Such deposits shall be made on a daily basis in the depositories serving the organization with a copy of receipts to the Treasurer.
5. Advances - Temporary
   a. Educational
      (1) Conventions: Upon request a hostess group may receive an advance for Fall $300.00 for program expense, plus (if needed) $100.00 for flowers; and for Spring, $500.00 for program expense, plus (if needed) $150.00 for flowers.
      (2) Symposiums: When requested, a $500.00 advance shall be allowed for sponsoring group of a Flower Show Judges Symposium.
   b. Revenue Producing:
      (1) Convention Sales: Amount of advance shall be set by the Executive Committee at the beginning of each administration.
      (2) Tours: Amount shall be requested by the Tours Chairman as needed each year and extended as approved by the Executive Committee.
6. Financial Reports and Reimbursements
   a. A full financial report shall be made by the hostess group for Symposiums, Landscape Design Schools, Environmental Education Courses, Gardening Study Courses, Texas Design Seminars, Fall or Spring Conventions, to Fort Worth Headquarters and the President, within sixty (60) days following the event.
   b. After monies advanced by Texas Garden Clubs, Inc., have been repaid, the hostess or sponsoring group in 6a. above shall keep one-half (1/2) the remaining surplus and remit one-half (1/2) to Texas Garden Clubs, Inc. along with the full financial report.

c. Continuing Schools/Courses shall retain operating funds; the amount agreed upon by the Vice President-Finance.

d. Chairmen with checking accounts in the name of Texas Garden Clubs, Inc. shall make financial reports to the Vice President of Finance[1] by October 1 and March 31 each year and shall remit any surplus over expenses or excess funds. At the end of each administration, all funds shall be returned on or before May 31. (Exception: Continuing chairmen may retain the advance or approved operating expenses.)

e. A State Chairman who wishes reimbursement for expenses in connection with CONVENTION activities, shall secure approval of the Convention Chairman and the President BEFORE the convention. This is an exception to Standing Rules X. D. 1. e. (See page 3, Standing Rules – Expenses paid by Texas Garden Clubs, Inc.)

7. Operating Funds:

a. Operating Funds authorized under Bylaws Art. XVII, Section 1. b. shall be administered by the Chairman of the respective committee, with separate bank account outside the Fort Worth area provided the Finance Chairman's name appears on the bank's signature card as an alternate signatory.

b. Existing established operating fund accounts shall be in the following amounts:

(1) Flower Show School Fund, three hundred dollars ($300.00)

(2) Landscape Design School Fund, five hundred dollars ($500.00)

(3) Garden Study School Fund, three hundred dollars ($300.00)

(4) Environmental Study School Fund, three hundred dollars ($300.00)[2]

(5) Petty Cash Fund: An operating fund of three hundred dollars ($300.00) shall be allocated for payment of incidental expenses at Headquarters. Summary of this fund, together with paid receipts, shall be sent to the President at any time during the month by the Headquarters Personnel for reimbursement.

(6) Trustees Contingency Fund: A fund of Five Thousand Dollars ($5,000.00) shall be maintained among the TGC, Inc. Endowment Fund, the Magnolia Neighbors Greene Bequest and the Madge Horn Endowment Fund for payment of emergency repairs and/or emergency maintenance expenses at Headquarters. The Fund shall consist solely of interest from these Endowments and shall be held in their checking/savings accounts until expenditure for said emergency expense(s) in deemed necessary by the Trustees and ratified by the Executive Committee.

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1 amended Midland 4/09

2 amended San Angelo 10/08

E. VICE PRESIDENT-LONE STAR GARDENER

1. The third quarterly issue of *The Lone Star Gardener* in even-numbered years, shall carry the names of nominees submitted by the Nominating Committee.
2. In the odd-numbered years, a ROSTER listing the name and complete mailing address and phone number of newly installed Officers and State Committee Chairman shall be included in the third quarterly issue of *The Lone Star Gardener*.
3. The Managing Editor is empowered to edit all material before it is printed, but not to change the meaning.
4. Clubs shall immediately notify the Headquarters Personnel, in writing, of names dropped from club membership due to resignation, death, moving, etc.
5. Texas Garden Clubs, Inc. shall be extremely cautious about endorsing any product. Advertisements for alcoholic beverages and tobacco shall not be accepted. Advertising may be accepted only for products or services not in competition with any Texas Garden Clubs, Inc. project.

II. BOARD OF DIRECTORS

1. Upon accepting a Chairmanship, all Board members shall obtain a copy of the Bylaws of Texas Garden Clubs, Inc. with Standing Rules attached, and the Manual for State Chairmen from Headquarters.
2. Each Chairman shall keep a notebook or pocket folder containing information relative to the specific chairmanship, and deliver this notebook or work-kit with guidelines and directives, to her successor on or before May 31st of each odd-numbered year.
3. Concurrent service as a member of any committee in any capacity (except ex-officio) shall be limited to no more than two (2) committees. It is recommended that members serve no more than two (2) terms (four years) in any chairmanship.
4. When changes in the field of any committee are being considered, the respective Chairman shall be permitted to come in person and present ideas of her own to the Executive Committee.
5. Any change in procedure of any committee shall have approval of the Executive Committee before becoming effective.
6. Members may consult the auditor only when authorized to do so by the President and/or the Executive Committee.

III. CORPORATE SEAL

1. Composition:
    a. Two closely spaced circles outlined in deep gold on a bright gold background form the outer boundary, with the diameter of second circle approximately 96% of diameter of outer circle. Two additional closely spaced circles outlined in deep gold are centered over two-thirds (67%) of outer circle, with diameter of innermost or fourth circle being 96% of diameter of third circle.
    b. Background color of innermost circle is iridescent white, and has superimposed and centered upon it, Texas' five-pointed star of blue. Star is partially obscured by a diagonal design of three red roses, Texas Garden Clubs, Inc.'s official flower, in three stages of development with foliage and stems of green.
    c. In the gold space between second and third circles is inscribed "Texas Garden Clubs, Inc." in Roman-style print in same deep color of outer circle, and with the "E" in "Garden" centered over top point of the Texas Star. Two sprays of bluebonnets with green foliage, joined by three (3) evening primroses, extend in either direction from the centerline of two lower quadrants, extending approximately one-third the distance in each of the two lower quadrants.

2. History and Symbolism
    a. The seal of the Texas Garden Clubs, Inc. was designed by Margaret Scruggs Caruth, a member well versed in heraldry and an international recognized illustrator.
    b. It is symbolic of the Lone Star State and exemplifies the aims of garden clubs. The five-pointed star is Texas' official state emblem; symbolism is that of man (head, two arms, two legs) capable of extending indefinitely his creative efforts, a geometrical symbol of growth appropriate for gardening. The rose, our state garden club flower, extensively cultivated in Texas and a symbol of love throughout the world, is superimposed of Texas' five-pointed star of blue. The circles encompassing the star and roses refer to the continuing life cycle for everything in nature. Two sprays of Bluebonnets, our State Flower, joined by the roses combine the native with the man-made, epitomizing Texas Garden Clubs, Inc. program of conservation and horticulture.
    c. Colors chosen are not only of the Lone Star State, but also tell a story. The blue of the bluebonnets symbolizes truth and fidelity; the red rose courage, vitality and creative qualities; the gold of the seal, the Deity’s golden attributes; and the bits of green represent life's eternal promise and hope. The pure white points to the fusion of all the elements of the colors of the rainbow into a composite purity.

IV HEADQUARTERS - TRUSTEES COMMITTEE AND OPERATION OF HEADQUARTERS

1. COMMITTEE (Bylaws ARTICLE XIV)
    a. There shall be ten (10) Trustees who will serve four (4) year terms. At the end of each administration, five (5) will rotate off and new Trustees elected; and the remaining five (5) will serve the remaining two years of their terms. The Trustees will maintain a rotation chart and advise State Nominating Committee which members will be replaced.
    b. If a District is unable to present an eligible nominee when their rotation comes up, the committee will run short by that member. If at any time during the four (4) year term the District is able to present a nominee, they will be presented for ratification at the next Texas Garden Clubs, Inc. convention. However, that District will maintain its regular rotation.
        i. In the extreme event that a District level Trustee cannot be provided, a **special privilege** term extension may be considered, or the President may appoint a new Trustee. Such **special privilege** or new appointment to be granted if deemed appropriate after review by President, Trustees' Chairman, Director of District in question and the nominee. Review shall include conformance to eligibility requirements stated in PROCEDURE MANUAL FOR TRUSTEES – OPERATION AND ADMISTRATION OF HEADQUARTERS, ARTICLE XIV – TRUSTEES, Headquarters Committee, SECTION 4 A. ELIGIBLITY. The **special privilege** measure may not be granted sequentially.[3]
    c. Vacancies would be filled from the vacating District. Trustees filling more than one-half of an unexpired term will be considered to have served a full term. In each four (4) year term, there are four (4) annual meetings and eight (8) conventions for a total of twelve (12) meetings. A ratified/installed Trustee serving seven (7) or more meetings is not eligible for re-election. (Bylaws ARTICLE XIV 2b) If a District is not able to fill a vacancy, Standing Rule IV 1b would apply.
2. CHAIRMAN OF TRUSTEES (Bylaws ARTICLE XIV 4b)
    a. The Chairman shall be responsible for setting up annual meetings and working with the President for scheduling meetings at semi-annual conventions. (ARTICLE XIV 6b). The Chairman shall send out a definite agenda one month prior to all meetings.
    b. For every semi-annual Convention, the Chairman shall prepare a detailed report (sample in Headquarters Manual) of income and disbursements of Trustee accounts; report on projects in progress or completed; projected budget; activities at Headquarters; and proposed future projects and activities for presentation to the Voting Body. A copy shall be given to each member of the Executive Committee.
    c. At the conclusion of every annual Trustee meeting, the Chairman and Recording

3 amended South Padre Island 4/07

Secretary shall prepare recommendations for the Executive Committee and other committees for joint action to be presented at the next convention for approval or ratification. A copy of the recommendations shall be sent to each absent Trustee, but the recommendations will not be open for further debate unless change has occurred in the interim requiring action.

d. The name of the newly elected Chairman shall be reported to the Managing Editor of *The Lone Star Gardener* for inclusion in the printed roster.

V. HONOR ROLL CLUBS

1. "Charter Honor Roll Clubs" shall consist of the following seven continuously active clubs, who were Charter Members of Texas Garden Clubs, Inc. in 1928:
   Mexia Garden Club
   Community Garden Club of Marlin
   Violet Crown Garden Club, Austin
   Big Spring Garden Club
   Oak Cliff Society of Fine Arts Garden Club, Dallas
   Fort Worth Garden Club
   Garland Garden Club
2. Upon application and certification of status, membership in the "Half-Century Honor Roll Club" shall be bestowed upon clubs entering their 50th year of continuous federation with Texas Garden Clubs, Inc.

VI. PROTOCOL AND HOSPITALITY

1. A State and/or District Convention committee shall provide the State President with all hospitality as well as registration packet, upon her arrival at convention hotel..
2 When other State Officers and/or Chairmen are invited to give programs (relevant to their office) at District or other meetings, transportation cost as well as hospitality shall be offered at the time invitation is issued.
3. The State Convention Committee shall provide a complete registration packet for the Honorary State President.
4. The Honorary State President shall be seated on the platform during the opening ceremonies of each convention.
5. Members of the audience rise when the National President, the Regional Director, or the State President is introduced, at the opening ceremonies ONLY.
6. All individuals to be seated at the Head Table and/or a Special Table during the convention shall be informed of the fact. Notice shall be placed in the registration packet, listing each event at the Head Table and/or Special Table. Guests shall be notified if they are to be in a Receiving Line, given date, time and place, and informed if they will be given special seating at the business meeting.

A quorum being present, these Standing Rules may be suspended during any regular meeting by a majority vote of those present and voting; to rescind or amend requires previous notice and two-thirds (2/3) vote.

Adopted
April, 2003
Tyler

amended South Padre Island 4/07
amended San Angelo 10/08
amended Midland 4/09