

**TEXAS GARDEN CLUBS, INC. BYLAWS**  
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**Green colored text: Last two Convention Changes**  
**Red colored text: Contemplated Changes**  
**Official Copy on file at Headquarters**

**BYLAWS**

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# BYLAWS

# **TEXAS GARDEN CLUBS, INC. BYLAWS**

## **ARTICLE I - NAME**

The name of this organization shall be: "TEXAS GARDEN CLUBS, INC."

## **ARTICLE II - OBJECTS & PURPOSES**

The objects and purposes of this non-profit organization are as follows:

1. To operate on a non-profit basis and exclusively for garden club activities and for benevolent, charitable, scientific and educational purposes, conducive to the well being of the community and useful to the public.
2. To coordinate and further the interest and activities of Texas Garden Clubs, Inc., together with similar organizations.
3. To aid in the protection and conservation of natural resources, to protect civic beauty and encourage the improvement of roadsides and parks.
4. To encourage and assist in establishing and maintaining botanical gardens and horticultural centers for the advancement of science and for the enjoyment and education of the public.
5. To advance the fine art of gardening, landscape design, the study of horticulture and floral design.
6. To promote youth communication through club sponsorship of Junior, Intermediate and High School garden groups; to teach the youth through involvement in poster, speech and essay contests.
7. To further horticultural education, conservation and landscape design through gift scholarships.
8. To cooperate with other organizations in the furtherance of the foregoing objectives and in such activities as may be determined by the Board of Directors.
9. To establish and maintain permanent headquarters and to construct and furnish buildings and improvements to house the same in the city of Fort Worth, Texas, to be used exclusively for educational activities.

10. To acquire real and personal property and any legal interest therein, by purchase, gift or any other legal means, as may be necessary and proper for carrying on its legitimate affairs.
11. To restrict the activities of the Corporation so that it shall not be used or operated for private profit and to insure that no property of the Corporation shall inure to the private profit of any member or special group or be used for any purpose other than those enumerated in No. 1 above. All activities shall be in furtherance exclusively of charitable, scientific and educational objectives.

### **ARTICLE III - CORPORATE SEAL**

#### **SECTION 1.**

- a. The Corporate Seal shall be circular in form and shall have inscribed upon it the following: "TEXAS GARDEN CLUBS, INC." It shall be embellished with a five-pointed star; two sprays of bluebonnets and in its center the official flower of Texas Garden Clubs, Inc., the rose, which shall appear in three stages of development. Its history with detailed description of design and color shall be kept on file at Headquarters with other corporate records.
- b. The Corporate Seal shall be kept by the President and imprinted only when authorized by the President or the Executive Committee.

## ARTICLE IV - MEMBERSHIP

The membership of Texas Garden Clubs, Inc. shall consist of two classes: Voting members and non-voting, contributing members.

### SECTION 1.

- a. Voting members shall consist of Garden Clubs paying per capita dues to Texas Garden Clubs, Inc.<sup>1</sup>
- b. Each application received for a new club shall be accompanied by a written recommendation from a member club in the same District. This recommendation, with a check covering dues for the first year together with a complete roster of members, must be sent to the State Membership Chairman who will process the application.<sup>1</sup>
- c. Councils of Garden Clubs may be admitted to membership upon request by payment of annual dues, provided they meet the following criteria:
  - a. be composed of a minimum of three (3) organizations in good standing, two (2) of which are Federated Garden Clubs.
  - b. Third organization necessary to qualify as a Council may be an Affiliate member in good standing. Additional Council members may be either Federated Garden Clubs or Affiliates, all in good standing.

### SECTION 2.

Non-voting contributing members shall consist of six (6) classes: **Life, Affiliate, Members-at-Large, Junior, Intermediate and High School Gardeners**. Non-voting contributing members shall have the right to attend any semi-annual convention of Texas Garden Clubs, Inc. They shall not have the right to vote or debate unless they are accredited delegates from their own garden clubs, nor are they eligible to hold office unless otherwise in accordance with these bylaws.

- a. **Life Membership:** May be accorded any person presented to the appointed Life Membership Chairman by application and payment of appropriate fee. (See Article V, Section 3) Such membership to include and non-member who has provided outstanding service. Application shall be presented by the Life Membership Chairman to the Executive Committee for ratification at the next meeting of that committee. Life Members shall receive *The Lone Star Gardener*.<sup>1</sup>
- b. **Affiliate Membership:** Any organization within the State of Texas, distinguished in its field, signifying adherence to the objectives of Texas Garden Clubs, Inc., and a desire to cooperate with its aims and purposes, shall be eligible for affiliate membership by submitting application to the State Membership Chairman. Admission shall be by vote of the Executive Committee, and subject to ratification by the Board of Directors. The President of such organization shall receive *The Lone Star Gardener*.
- c. **Member-at-Large:** An individual who is a member of an affiliate organization of Texas Garden Clubs, Inc. is eligible for a member-at-large membership upon payment of annual dues, and shall receive a copy of *The Lone Star Gardener*.
- d. **Junior, Intermediate, and High School Gardeners:** Shall be organized

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<sup>1</sup> amended South Padre Island 4/07

under the sponsorship of a member club in good standing and according to rules adopted by the Board of Directors.

### SECTION 3.

- a. Garden clubs belonging to Texas Garden Clubs, Inc. are allocated to the appropriate geographical district in the State, and individual members of such clubs automatically become members of Texas Garden Clubs, Inc., South Central Region, and the National Garden Clubs, Inc.
- b. Bylaws of such clubs shall not conflict with National or State Bylaws.
- c. Member clubs of Texas Garden Clubs, Inc. shall be in good standing (including membership) in their respective Districts to be eligible to receive State, Regional and/or National Awards.
- d. Member clubs of Texas Garden Clubs, Inc. are self-governing in the conduct of their affairs, and are bound to Texas Garden Clubs, Inc. by the common pursuit of purposes and objectives.

## ARTICLE V – FISCAL YEAR, DUES AND FEES

### SECTION 1. FISCAL YEAR

The Fiscal year of Texas Garden Clubs, Inc. shall be from June 1 through May 31.

### SECTION 2. DUES AND DELINQUENCIES

- a. Dues are payable to Texas Garden Clubs, Inc. at Headquarters in Fort Worth.
- b. The annual dues of each club shall be five dollars (\$5.00)\_\_\_\_\_ per capita on its membership, including its Life Members of Texas Garden Clubs, Inc., and members who are not active. Dues are payable April 1 and shall be considered delinquent after May 31. The presidents of delinquent clubs shall be notified when delinquent and clubs shall be dropped from membership if dues are not paid by December 1. For reinstatement, clubs shall make application following the same procedure required for a new club. Clubs failing to remit dues by October 31 shall be excluded from the state awards program.
- c. Dues of five dollars (\$5.00)\_\_\_\_\_ shall be remitted promptly by each club to Texas Garden Clubs, Inc. Headquarters for each additional new member joining after April 1 (see b. above). New members may be added throughout the fiscal year; however, they shall not receive Texas Garden Clubs, Inc. membership benefits until dues are received at Headquarters.
- d. Dues paid by new clubs joining after January 1 shall be applied to the following year.
- e. In compliance with requirements in Article IV, Membership, Section 1b. Councils of Garden Clubs, in good standing, shall pay annual dues of fifteen dollars (\$15.00)<sup>2</sup> Dues shall be payable April 1 and shall be considered delinquent after May 31.
- f. Clubs shall report promptly to Headquarters any deletion in membership.

### SECTION 3. LIFE MEMBERS

A Life Member shall pay the sum of one hundred dollars (\$100.00) at the time of acceptance as a Life Member, after which no further Life Membership fee to Texas Garden Clubs, Inc. shall be required.

### SECTION 4. AFFILIATE MEMBERS

Affiliate Memberships in Texas Garden Clubs, Inc., may be granted to Men's Garden Clubs of America, Inc., National Plant Societies and other like organizations upon payment of fifteen dollars (\$15.00)<sup>2</sup> annual membership dues. Dues shall be payable April 1 and shall be considered delinquent after May 31.

### SECTION 5. JUNIOR and INTERMEDIATE GARDEN CLUBS

Junior and Intermediate garden clubs may be admitted as non-voting members upon payment of one dollar (\$1.00) annually by a sponsoring garden club. Dues are payable to Texas Garden Clubs, Inc. at Headquarters in Fort Worth, and must be paid between April 1 and September 30 for such clubs to be eligible to compete for awards.

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<sup>2</sup> amended San Angelo 10/08

**SECTION 6. HIGH SCHOOL GARDENERS**

High School Gardener units shall pay one dollar (\$1.00) registration fee annually, to be remitted by sponsoring club. Dues are payable to Texas Garden Clubs, Inc., at Headquarters in Fort Worth, and must be paid between April 1 and September 30 for such units to be eligible to compete for awards.

**SECTION 7. MEMBERS - AT - LARGE**

Members-at-large shall pay five dollars (\$5.00) \_\_\_\_\_ annual membership dues, payable to Texas Garden Clubs, Inc., at Headquarters in Fort Worth between April 1 and May 31.. Membership dues shall be paid through their affiliated member organization and not on an individual basis.

## ARTICLE VI - MEETING & CONVENTIONS

### SECTION 1. SEMI-ANNUAL CONVENTIONS

- a. Regular semi-annual meetings shall be held at a time and place recommended by the Conventions Chairman of Texas Garden Clubs, Inc., in agreement with the President and ratified by the Executive Committee.
- b. Special Meetings may be called at the discretion of the President provided the specific purpose for which it is called is stated.
- c. One fifth (1/5) of those registered and qualified to vote shall constitute a quorum.

### SECTION 2. CALL FOR CONVENTION

The Call for Spring and Fall Conventions shall be printed in the first and third quarterly issues of *The Lone Star Gardener* and shall be designate "THE OFFICIAL CALL TO CONVENTION". Time, place, registration blank, hotel information, program and other necessary information shall be included.

### SECTION 3. PLANNING AND REPORTING

- a. The local Chairman of a Convention shall first confer with the State President and the State Conventions Chairman to receive outline for procedure for conventions, for the programs desired and other activities to be scheduled.
- b. Sixty (60) days after the close of the convention, the Convention Treasurer shall send to the Headquarters personnel of Texas Garden Clubs, Inc., with copy to the President, a financial statement of convention income and expenses together with remittance of one-half (1/2) the net income from the event.

### SECTION 4. FALL CONVENTION

The Fall Convention shall be hosted each year in some city by invitation, and shall be open to the Executive Committee, the Board of Directors, all members of garden clubs in good standing, Life Members and all member in good standing of Affiliate organizations. All Elected and Appointed Officers shall report; and shall submit copies of written reports to the President, Recording Secretary, Parliamentarian, Historian and Vice President –*The Lone Star Gardener*. Committee Chairmen may report if they request time. (See ARTICLE X, SECTION 10.)

### SECTION 5. SPRING CONVENTION

The Spring Convention shall be hosted each year in some city by invitation and shall be open to the Executive Committee, the Board of Directors, all members of garden clubs in good standing, Life Members and all members in good standing of member Affiliate organizations. Reports shall be given by all Elected and Appointed Officers, District Directors, and Committee Chairmen; and copies shall be submitted in writing to the President, Recording Secretary, Parliamentarian, Historian and Vice President – *The Lone Star Gardener* (See ARTICLE X, SECTION 10; and ARTICLE XVI, SECTION 2.D.)

## SECTION 6. VOTING BODY

The voting body of the convention shall be composed of: Elected and Appointed Officers, former Presidents, members of the Executive Committee, the Trustees, Presidents of member clubs (or their alternates), one delegate from each club (or her alternate), Committee Chairmen, and one delegate (or alternate) from each Council having voting membership. All votes shall be cast in person, in only one capacity.

## SECTION 7. ELIGIBILITY FOR VOTING

All those entitled to vote shall be active members of their garden clubs, and be familiar with the projects and policies of the State and National organizations.

## SECTION 8. MOTIONS

All motions shall be in writing, signed by the maker, with copies presented to the President, the Recording Secretary and the Parliamentarian.

## ARTICLE VII - HONORARY PRESIDENT

### SECTION 1.

There may be one Honorary President who shall be a member of the Board of Directors. She shall have served as an elected officer of Texas Garden Clubs, Inc., and of National Garden Clubs, Inc. She shall have served with great distinction in both organizations.

### SECTION 2.

The title of Honorary President may be conferred for life.

### SECTION 3.

The Honorary President shall be nominated by the Executive Committee and may be elected at any semi-annual convention.

### SECTION 4.

The office of Honorary President shall entitle the holder to all the privileges thereof but no responsibilities or obligations of the organization.

## ARTICLE VIII - ELECTED OFFICERS, APPOINTED OFFICERS AND DIRECTORS; ELECTION OR RATIFICATION, TERM AND VACANCIES

### SECTION 1. OFFICERS AND DIRECTORS

- a. The elected officers of Texas Garden Clubs, Inc. shall be a President, seven Vice Presidents, Recording Secretary and Treasurer. The President-Elect shall be designated and elected from the seven Vice Presidents, Recording Secretary and Treasurer according to eligibility qualifications. (See Article IX, Section 1.)
- b. Appointed officers shall be: Corresponding Secretary, Historian and Parliamentarian (appointed by the President and ratified by the Executive Committee).
- c. Ten (10) District Directors shall be elected by their Districts and ratified by the voting body on the ballot with the elected officers.

### SECTION 2. ELECTION, TERM AND VACANCIES

- a. Officers shall be **elected** for a two (2) year **term** at the Fall Convention in the even-numbered years. Election of officers shall be by ballot. Following the nominations from the Nominating Committee, nominations from the floor may be made with the following provisions: the consent of the nominee has been received; the nominator attests to the eligibility of the nominee (Article IX, Section 2a): and qualifications of the nominee for the assigned job be outlined. A majority of votes cast shall constitute election.
- b. District Directors shall be **elected** in each District at the Spring Convention in even-numbered years as provided in the Bylaws of the District. The incumbent Director shall immediately notify the Chairman of the State Nominating Committee by letter, the name, address and telephone number of the District Director-Elect, in order that the name may be placed on the slate and presented for ratification by the General Assembly. District Directors shall **take office** along with other state officers and shall serve as representatives of their Districts

- on the Executive Committee of Texas Garden Clubs, Inc.
- c. Officers shall **take office** following their installation after the Spring Convention in odd-numbered years. The retiring President, Finance Chairman and Treasurer shall continue to handle the financial matters of the organization until the end of the fiscal year, May 31.
  - d. A member's term of office may be terminated by death, resignation, inability or failure to function. Failure to attend two consecutive semi-annual conventions; failure to complete assigned duties in a timely manner or failure to uphold ideals of Texas Garden Clubs, Inc., shall be considered failure to function. Resignation is accepted by the Executive Committee for reasons as outlined.
  - e. In the event of a **vacancy** occurring during an unexpired term of office, the incumbent Nominating Committee shall nominate a replacement to be elected at the next General Meeting. The nominee shall be, if possible, from the same District as person vacating. (See Standing Rules I, Officers 3, b.) In the event the President-Elect assumes the office of President, the remaining officers shall retain the duties and responsibilities of the office assigned at the time of election. The incumbent Nominating Committee shall nominate for election, a new President-Elect, subject to eligibility requirements (Article IX Section 1), retaining duties and responsibilities already assigned.
  - f. A **vacancy** in the office of **District Director** shall be filled as provided in the Bylaws of the involved District and Article IX, Section 4. The election shall be ratified by Voting Body at the next convention of Texas Garden Clubs, Inc.

### SECTION 3. EMERGENCY ELECTIONS

- a. In the event of a national emergency, elections by mail/**and electronic means** may be held. A majority of the ballots returned to the appointed Chairman of Tellers prior to the deadline established in the ballot shall determine the results. Ballots shall be **mailed** by mail **and/or electronic means** to all members of the Board of Directors, and to all Presidents of garden clubs of Texas.
- b. In the event of a vacancy of one of the offices, an election by mail **and/or by electronic means** may be held. The Nominating Committee shall nominate a replacement. Ballots shall be mailed to all members of the Board of Directors. A majority of the ballots returned to the Recording Secretary, received by the deadline established in the ballot, shall determine the results.

The Executive Committee shall have the authority to:

- a. Poll opinion by electronic means.
- b. Secure a vote by mail/**and or electronic means** from the Board of Directors between meetings of Texas Garden Clubs, Inc. when immediate action is necessary.
- c. In the event of an emergency, a vote by electronic means may be taken with prior approval of the President.

Amended Midland 4/09

## ARTICLE IX - ELIGIBILITY

### SECTION 1. PRESIDENT

To be eligible to hold the office of President of Texas Garden Club, Inc., a member shall have:

- a. Served a minimum of four (4) years on the Executive Committee and preferably in at least two of the areas of Finance, *The Lone Star Gardener*, Awards or Organization Study.
- b. Attended three of the last four semi-annual conventions at the time of nomination.
- c. Attended at least one of the preceding three annual conventions of National Garden Clubs, Inc.
- d. A President having served one full term, shall not be eligible for re-election to this office.

### SECTION 2. OTHER NOMINEES

- a To be eligible for elective office, a member shall have served a minimum of two (2) years or currently be serving on the Board of Directors of Texas Garden Clubs, Inc., at the time of nomination, and shall have attended a minimum of three (3) of the last four (4) semi-annual State Conventions.
- b A nominee for Treasurer shall be experienced in business bookkeeping and investments.
- c A nominee for Recording Secretary shall have experience in typing, be knowledgeable in letter composition, and if possible, experienced in shorthand.

### SECTION 3. ELECTED OFFICERS OTHER THAN PRESIDENT

Above officers serve as one of the seven Vice Presidents, Recording Secretary or Treasurer. They are eligible for re-election and may be assigned to the same Chairmanship, Recording Secretary or Treasurer for no more than two full terms.

### SECTION 4. DISTRICT DIRECTORS

To be eligible for ratification, a District Director shall have served as an officer or chairman in her District, and have attended a minimum of one (1) State convention in the last year as a full time participating registrant, at the time of election in the District. No Director shall serve as a representative from her District for more than two full terms.

## ARTICLE X - DUTIES OF ELECTED AND APPOINTED OFFICERS

### SECTION 1. PRESIDENT

- a. The President shall be the Chief Executive Officer of Texas Garden Clubs, Inc. She shall preside at all meetings of Texas Garden Clubs, Inc., the Board of Directors, and the Executive Committee. She shall appoint the Corresponding Secretary, the Historian, and Parliamentarian, subject to ratification by Executive Committee. Other than the committee chairmanships assigned to the Vice Presidents by the Nominating Committee, the President shall appoint the chairmen of all committees, except the Nominating Committee. She shall plan the programs for the semi-annual conventions together with the local chairman of each convention, and shall be assisted by the State Conventions Chairman.
- b. The President and the Trustees shall be responsible for the administration of the Headquarters of Texas Garden Clubs, Inc. They shall employ such personnel as are necessary for the transaction of business at Headquarters. With the approval of the Executive Committee, the President shall appoint legal counsel and auditor. Such personnel shall be reviewed by each administration.
- c. The President shall appoint ten (10) delegates and ten (10) alternates to attend the annual National Council Conventions as voting members representing Texas Garden Clubs, Inc.

### SECTION 2. VICE PRESIDENTS

The duties of all Vice Presidents shall be assigned at the discretion of the Nominating Committee.

### SECTION 3. PRESIDENT - ELECT

- a. The President-Elect shall be designated by the Nominating Committee and duly elected, and the following term shall automatically succeed to the Presidency.
- b. President-Elect shall serve as an officer in a designated area as prescribed by the Nominating Committee, and as a member of the Finance Committee.
- c. In the absence of the President, the President-Elect shall perform the duties of that office. Upon the death, resignation or removal of the President from office, the President-Elect shall become President and hold office until the next election.
- d. Following election of officers at the Fall Convention in even-numbered years, the President-Elect shall assume the title and begin the preliminary work necessary for the next administration.

### SECTION 4. VICE PRESIDENTS

Each Vice President shall be Chairman of a designated area of the work of Texas Garden Clubs, Inc. These shall be: Awards (State), Finance *The Lone Star Gardener*, Membership, Organization Study, Scholarship, and Youth Activities. The Vice Presidents shall chair committees of three (3) or more members except as may be provided elsewhere in these Bylaws. No Vice President shall serve for more than two (2) full terms in the same chairmanship. (See Article IX Section 3)

## SECTION 5. RECORDING SECRETARY

The Recording Secretary shall keep in permanent form the minutes of the Meetings of the Executive Committee, the Board of Directors, the semi-annual conventions and all called meetings. She shall prepare these minutes for distribution to the President, President-Elect, Organization Study Chairman, the Historian, the Chairman of Trustees and the Parliamentarian.

## SECTION 6. TREASURER

- a. The Treasurer shall pay all bills presented by the Headquarters Personnel and initialed by the President. The Treasurer shall pay routine bills (utilities and operational contracts) presented by Headquarters Personnel. The Treasurer shall pay invoices submitted by chairmen of committees with budgeted allowances, provided such bills do not exceed the budgeted amounts. She shall have authority to sign all checks for withdrawal of funds from the General Fund checking account.
- b. The Treasurer shall compile a monthly financial report to be presented to the President, Finance Chairman, Chairman of Trustees and the Auditor.
- c. The Treasurer shall deliver procedures books and records to the new Treasurer on June 1<sup>st</sup> in the odd-numbered years, and the completed fiscal year records to the Auditor not later than June 30<sup>th</sup> each year.

## SECTION 7. APPOINTED OFFICERS

- a. Corresponding Secretary: The Corresponding Secretary shall conduct all correspondence designated by the President, the Executive Committee and/or the Board of Directors.
- b. Historian: The Historian shall compile and record the achievements of each administration: in a one-page Short Summary in the list format required by NGC, Inc. She shall submit a copy to the President for approval by February 15<sup>th</sup> in the **even numbered years**. One copy shall be sent to Fort Worth Headquarters for permanent file, and one copy shall be left in a work kit made for the incoming Historian. She shall send a copy to the South Central Region Historian one month prior to the SCR convention and to the NGC, Inc. Historian by the date directed. At the close of an administration, the same procedure and deadlines are followed with the Short Summary included in an up to 12-page narrative, also as directed by NGC, Inc. highlighting conventions, major events, achievements, etc. in details to interest future readers and historians.
- d. Parliamentarian: The Parliamentarian shall, upon request, give opinions on parliamentary procedure and interpretation of the Bylaws of Texas Garden Clubs, Inc. She shall, upon request, assist member clubs in formulating or amending their Bylaws. She shall incorporate authorized changes into bylaws of the organization. At the end of each administration in the odd numbered years, she shall provide a true, completely accurate copy for the President, the Recording Secretary, Organization Study Chairman, and a copy for official use by Headquarters Personnel.

## SECTION 8. DISTRICT DIRECTORS

District Directors shall perform the duties set forth in Article XIX Section 7, and such other duties as may be assigned by the President. (See Art. XI Sec. 1.c, Art. XIV, Sec. 4)

## SECTION 9. ADDITIONAL DUTIES

The President or the Executive Committee may assign to any officer additional duties as may be deemed necessary to the proper execution of the business of Texas Garden Clubs, Inc.

## SECTION 10. OFFICER REPORTS

All officers, except District Directors, shall report at each semi-annual Convention. District Directors shall report at each Spring Convention. Copies of written reports shall be submitted to the President, Recording Secretary, Parliamentarian, Historian and Vice President – *The Lone Star Gardener*. See Art. VI Sec. 4, 5).

## SECTION 11. RECORDS TRANSFER

Each elected and appointed Officer, at the expiration of her term of office, shall deliver to her successor on or before May 31, such books and records as belong to her office.

## ARTICLE XI - NOMINATING COMMITTEE

### SECTION 1

- a. A Nominating Committee shall consist of eleven (11) members: The Chairman and one (1) member from each of the ten (10) Districts of Texas Garden Clubs, Inc. The elected member or alternate from all ten (10) Districts shall be present when votes are cast for nominees for State Officers.
- b. **Eligibility**
  - (1) Chairman of the Nominating Committee shall be a member of the Executive Committee and shall have attended two (2) of the last three (3) State Conventions. A **member** of the Nominating Committee shall have served a minimum of two years on the Board of Directors at State and District levels, and shall have attended two (2) of the last four (4) State Conventions.
- c. **Selection and Term**
  - (1) The Chairman shall be the immediate past president of Texas Garden Clubs, Inc. If unable to serve, a Chairman shall be elected by and from the Executive Committee at the **Spring Convention in odd-number years**, or when the vacancy occurs.
  - (2) One member and one alternate shall be elected by the voting body of each of the ten Districts at their **Spring Meeting in odd-number years**.
  - (3) The incumbent District Director shall immediately notify the Incoming Chairman of the State Nominating Committee and the President-Elect, by letter, the name, address and telephone number of the member and alternate.
  - (4) The Nominee for State Office from each District must have the endorsement of the voting body of each District at the **Spring Convention in even-numbered years**.
  - (5) Nominating Committee member and alternate shall become members of the Board of Directors upon election.
  - (6) The **term** of the Nominating Committee begins after the Spring Convention in odd-numbered years and continues through the Spring Convention in the next following odd-numbered year. No member of the Nominating Committee shall serve two consecutive terms.

## SECTION 2. DUTIES

- a. The Nominating Committee shall nominate a candidate for each elective office of Texas Garden Clubs, Inc. and before reporting, shall have secured the willingness of each nominee to serve if elected.
- b. The Nominating Committee shall have the responsibility of assigning specific chairmanships to each prescribed Vice President commensurate with her ability to serve in the particular area of work to which she is assigned.
- c. The Chairman of the Nominating Committee shall send a report of the names of the proposed slate, including the nominees for District Directors and District Trustees as appropriate, to the President, to be published in *The Lone Star Gardener*, no less than sixty (60) days prior to the Fall Convention in the even-numbered years.

## SECTION 3. EXTENDED RESPONSIBILITY

The Nominating Committee elected at the beginning of an administration shall have the responsibility of:

- a. Meeting in the Fall of **odd-numbered years** to acquaint members and alternates with procedures and duties.
- b. Meeting in the Spring of **even-numbered year** to nominate a slate of officers for the next administration.
- c. Making nominations for any vacancy occurring among the elected officers (Art. VIII Sec 2 d. and e.)

## ARTICLE XII - BOARD OF DIRECTORS

### SECTION 1. COMPOSITION

The Board of Directors shall consist of the elected and appointed Officers, District Directors, former Presidents, Trustees, the Chairmen of all Committees and the members and alternates of Nominating Committee.

### SECTION 2. POWERS

The Board of Directors shall be empowered to transact the business of Texas Garden Clubs, Inc., shall be responsible for its operation, and take action on matters presented to it by the Executive Committee.

### SECTION 3. MEETINGS

- a. The Board of Directors shall meet at least twice a year, at the Spring Convention and Fall Meeting and Fall Convention of Texas Garden Clubs, Inc.
- b. Fifty (50) members shall constitute a **quorum** of the Board of Directors.

### SECTION 4. ATTENDANCE

Member attendance at a minimum of three (3) of the semi-annual Conventions during a term of office shall be expected - unless absence is excused by the President.

### SECTION 5. CALLED MEETINGS

Special meetings may be called by the President upon written request of fifteen (15) members of the Board of Directors.

### SECTION 6. EMERGENCIES

- a. In the event of a National or State emergency, meetings may be postponed or canceled upon approval of the President and nine (9) members of the Executive Committee.
- b. In the event of such an emergency, a vote by mail upon any question within the jurisdiction of the Board of Directors may be requested upon recommendation of the Executive Committee.

## **ARTICLE XIII - EXECUTIVE COMMITTEE**

### **SECTION 1. COMPOSITION**

The Executive Committee shall consist of the elected officers, the District Directors, Chairman of the Trustees, Chairman of the Nominating Committee, Appointed Officers (Corresponding Secretary, Historian and Parliamentarian) and all active Former Presidents.

### **SECTION 2. POWERS AND DUTIES**

The Executive Committee shall have, possess and exercise, duties and responsibilities of the Board of Directors between conventions, subject to ratification by the Board of Directors.

### **SECTION 3. MEETINGS**

The Executive Committee shall meet at least two (2) times per year:

- a. Immediately preceding the Fall Convention.
- b. Immediately preceding the Spring Convention.
- c. Additional meetings, if deemed necessary, shall be called by the President or upon request of four (4) members.
- d. Nine (9) members shall constitute a quorum of the Executive Committee.

## **ARTICLE XIV - TRUSTEES (Headquarters Committee)**

### **SECTION 1. COMPOSITION**

The Trustees shall be composed of ten (10) members elected by their Districts and ratified by the Voting Body; with the President of Texas Garden Clubs, Inc. serving as ex-officio member. The Trustees shall be members of the Board of Directors of Texas Garden Clubs, Inc. The Immediate Former President, unless elected as a Trustee, shall become an advisory member for one (1) two year term; this member may attend meetings, speak, and shall have all privileges except make motions and vote. The term of the Immediate Former President shall in no way exclude this member from election to a regular term from the appropriate district.

### **SECTION 2. TERM OF OFFICE AND VACANCY**

- a. Term of office of a Trustee shall be four (4) consecutive administrative years. After a lapse of a minimum of two (2) years, the member is eligible for election to another four (4) year term. A Trustee may not hold another state elective office concurrently.
- b. In case of a vacancy, the unexpired term should be filled by the vacating district. A Trustee serving more than one-half of an unexpired term shall be considered to have served a full term and is not eligible for a successive term.
  - 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. ELIGIBILITY. The special privilege measure may not be granted sequentially.<sup>1</sup>

### **SECTION 3. POWERS AND DUTIES**

- a. The Trustees shall direct and control the operations of Headquarters in Fort Worth, Texas, and employ and direct the personnel there, in consultation with the President and subject to ratification of Board of Directors.
- b. The Trustees shall administer the Endowment Funds assigned to their control in accordance with terms set forth in each. (See ARTICLE XVII, Section 3a (1), (2), (3), and (5). The Trustees shall make recommendations on the investment and reinvestment of these funds subject to approval by Voting Body.
- c. **In the event Trustees cannot meet at their regular Summer meeting, items needing immediate action can be addressed by mail or by electronic means.**

### **SECTION 4. ELIGIBILITY**

- a. To be eligible for election, a Trustee must be a member of a club in good standing, have served on the Board of Directors for a minimum of four (4) years, and have attended two (2) of the last three (3) conventions of Texas Garden Clubs, Inc. as a full-time registrant.
- b. To be eligible for election as Chairman of Trustees, the Trustee must have served two (2) years of current four (4) year term. The Chairman shall be elected by the [Amended/09Midland](#)

Trustees. The Chairman shall be a voting member of the Executive Committee of Texas Garden Clubs, Inc. and act as the Reporting Trustee, presenting a semi-annual report to the Voting Body.

#### SECTION 5. NOMINATIONS AND ELECTION

- a. Trustees shall be nominated by the District Nominating Committee in appropriate rotation order at the same time other District Officers are nominated. They shall be elected at their regular meeting following nomination in even-numbered years.
- b. The District Director shall send the name to the Chairman of the State Nominating Committee at least three months prior to the Fall State Convention with a statement verifying eligibility (see Section 4a) to be placed on the election ballot for ratification.

#### SECTION 6. MEETINGS

- a. The Trustees shall meet annually at Headquarters in Fort Worth and at each semi-annual meeting of Texas Garden Clubs, Inc. Special meetings may be called by the Chairman or upon request of six (6) members.
- b. The time of the annual meeting shall be set by the Trustees but it may not conflict with meetings of Texas Garden Clubs, Inc., District, South Central Region, or National Garden Clubs, Inc. meetings which conflict for a member.
- c. The importance of the duties of the Trustees dictates that all members are expected to attend all meetings of the Committee. Should a Trustee be unable to attend two (2) consecutive regular meetings, the appropriate District shall be requested to provide a Trustee who is able to attend. Trustees are required to attend all sessions of an entire convention of Texas Garden Clubs, Inc.

#### SECTION 7. VOTING AND RECORDS

- a. Six (6) members shall constitute a quorum. For a recommendation from the Committee, an affirmative vote of the majority shall be necessary in every case. In the event of an emergency, a vote by mail or telephone may be taken.
- b. The Trustees shall keep minutes of their proceedings in permanent form available for inspection. A report of the Trustees, given by the Chairman shall be given at every semi-annual convention of Texas Garden Clubs, Inc. The minutes and copy of Chairman's semi-annual report shall be kept in binders by administration, and in due course stored at Headquarters.

### **ARTICLE XV - ADVISORY COMMITTEE**

#### SECTION 1. FORMER PRESIDENTS

- a. The Advisory Committee shall consist of former Presidents of Texas Garden Clubs, Inc.
- b. When consulted, this Committee shall consider questions affecting Texas Garden Clubs, Inc., and make recommendations to the President.
- c. Meetings may be called as deemed necessary by the President.

**ARTICLE XVI**  
**COMMITTEES AND THEIR DUTIES**

**SECTION 1. VICE PRESIDENTS' COMMITTEES**

- a. Any recommendation relative to change in procedure of any/all committee(s) shall be submitted to the Executive Committee for approval before such change can become effective.
- b. Each Committee shall consist of three (3) or more members appointed by the Vice-President who is chairman of the committee, plus any additional members as ordered elsewhere in the Bylaws. The committee members appointed by the Vice-Presidents of Texas Garden Clubs, Inc., shall be approved by the President, ratified by the Executive Committee, and approved by the Board of Directors.
- c. Awards (State): The Chairman of Awards (State) shall be a Vice President of Texas Garden Clubs, Inc. She shall be responsible for maintaining accurate records and preparing certificates which are presented at each Spring Convention. The presentation of Awards shall be her report. She shall have ready for publication a list of awards for the President, District Directors, State Publicity Chairman, and Former Presidents. All new awards given by Texas Garden Clubs, Inc. shall have prior approval by the Executive Committee.
- d. **F i n a n c e**
  - (1) The Chairman of the Finance Committee shall be a Vice President of Texas Garden Clubs, Inc. She shall have the authority to perform the duties of the Treasurer, including the authority to sign checks for the withdrawal of funds, in event the Treasurer for any reason is unable to serve.
  - (2) The Finance Chairman shall compile up-to-date financial reports for distribution to each member of the Board of Directors at each convention, and an Annual Financial Report as of the end of the fiscal year (May 31) shall be prepared for distribution at the Fall Convention. A duplicated copy of both reports shall be provided for each member of the General Assembly in attendance at each convention. Other financial reports as may be required by the President, Executive Committee and the Chairman of Trustees shall be prepared upon request.
  - (3) The Finance Chairman shall be responsible for the audit of the accounting records of the organization by the independent Certified Public Accountant appointed by the President at the beginning of each administration.
  - (4) It shall be the responsibility of the Chairman of the Finance Committee to compile and present the budget to the General Assembly for approval at the Spring Convention.
  - (5) The Finance Chairman shall act as Financial Advisor to *The Lone Star Gardener* Chairman, and supply data on expense of the magazine when requested.

- (6) The Finance Chairman shall notify the Scholarship Chairman on or before the Fall Convention each year as to estimated amount of interest available for distribution to scholarship winners.
- e *The Lone Star Gardener* - Managing Editor  
The Managing Editor of *The Lone Star Gardener* shall be a Vice President of Texas Garden Clubs, Inc. She shall have the authority to appoint her staff. She shall supervise the assembling and editing of a minimum of three (3)3 issues of *The Lone Star Gardener* per year.
- f Membership
- (1) The Chairman of Membership shall be a Vice President of Texas Garden Clubs, Inc. She shall promote public relations between individual clubs and the State organization, initiate programs for enlarging rolls of existing clubs, encourage and process new clubs. She shall facilitate transfers of members between Texas Districts and cities, and welcome new members from out of state. She shall assist local Texas members who transfer to other states by writing letters of introduction to the President or Membership Chairman of Garden Clubs in the new state.
- (2) She shall receive and process applications for membership from garden - related groups and organizations desiring affiliate member status.
- g Organization Study  
The Chairman of the Organization Study Committee shall be a Vice President of Texas Garden Clubs, Inc. She shall be responsible for updating and presenting necessary changes in the Bylaws. The State Parliamentarian and the State Policy Chairman shall be members of this committee.
- h Scholarship
- (1) The Chairman of the Scholarship Committee shall be a Vice President of Texas Garden Clubs, Inc. She shall be responsible for promoting the Scholarship Program throughout the State. She shall receive and process all Scholarship Applications and have them evaluated by qualified judges.
- (2) She shall submit a report to the Executive Committee at each Fall Meeting for approval and provide copies to the appropriate chairmen.
- (3) The Scholarship Chairman shall notify the recipients and the sponsoring organizations. She may invite and introduce the winners as guests of Texas Garden Clubs, Inc. for the Youth Luncheon during the Spring Convention each year.
- i Youth Activities
- (1) The Chairman of the Youth Activities Committee shall be a Vice President of Texas Garden Clubs, Inc. and shall coordinate the youth programs for Junior, Intermediate and High School Gardeners and the Youth Communication Projects of Speech, Essay and Poster Contests. The Chairmen of these five (5) committees shall be members of the Youth Activities Committee.
- (2) Meetings of the Youth Activities Committee shall be scheduled so they will not conflict with meetings of Texas Garden Clubs, Inc.

## SECTION 2. STANDING AND SPECIAL COMMITTEES

- a. All Chairmen of the Standing and Special Committees (see Biannual Roster in 3rd Quarterly issue of *The Lone Star Gardener* in odd-numbered years) other than those assigned to Vice Presidents by the Nominating Committee, shall be appointed by the President and ratified by the Executive Committee.
- b. Standing Committees shall be appointed to correspond with the Chairmen of National Garden Clubs, Inc.
- c. Any other committees deemed necessary shall be appointed by the President.
- d. All Committee Chairmen shall make annual reports to the Board of Directors in writing, and shall furnish copies of same to the President, Recording Secretary, Parliamentarian, Historian and Vice President – *The Lone Star Gardener*; and to their successors after the Spring Convention in the odd-numbered years.
- e. Chairmen shall attend a minimum of three (3) semi-annual conventions during their two-year term of office.

## ARTICLE XVII - FUNDS

### SECTION 1. DEPOSITORIES

- a. The official Depositories for all Texas Garden Clubs, Inc. funds shall be in fully insured banks; who are members of F. D. I. C.; U.S. Treasury Securities; and AAA Corporate Bond Funds; designated by the Finance Chairman and subject to approval in sequence by the Executive Committee, the Board of Directors, and the Convention Voting Body.
- b. Operating funds for schools or other projects sponsored by Texas Garden Clubs, Inc. may be deposited in other fully insured financial institutions (F. D. I. C.) when approved by the Executive Committee and ratified by the Board of Directors.
- c. The President, Finance Chairman, Treasurer and Headquarters personnel responsible for funds shall be bonded at Texas Garden Clubs, Inc. expense. The amount of the Bond(s) shall be set, from time to time, by the Board of Directors. Said Bond(s) shall be approved by the Executive Committee.

### SECTION 2. GENERAL FUND

- a. Membership dues, one-half of all Life Membership fees and other general income received by Texas Garden Clubs, Inc. shall be deposited in the General Fund Checking Account and shall be expended for budgeted and operating expenses of the organization by direction of the President, Finance Chairman and Treasurer.
- b. Other funds are separately maintained as advances from General Fund for Specified Projects of Texas Garden Clubs, Inc. and are subject to annual audit. (1) Flower Show School Fund (2) Landscape Design Schools Fund (3) Gardem Study School Fund (4) Environmental School Fund (5) Petty Cash Fund (6) Library Fund, and (7) Headquarters<sup>4</sup>. Other schools or projects when authorized by the Executive Committee. See Standing Rules for amounts and administration of these funds.

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<sup>4</sup> amended Midland 4/09

### SECTION 3. RESTRICTED FUNDS

Endowed Funds provide Texas Garden Clubs, Inc. with a permanent source of income through gratuitous gifts/contributions from its membership and other supporters of the organization. The gratuitous gifts/contributions are considered Permanent Portions of each Endowed Fund and are therefore not spendable. The interest generated by each fund is considered available/spendable funds for the specific purpose for which the Endowed Fund was established. With exception of the Madge Horn Endowment Fund and the Magnolia Neighbors Greene Bequest, all Endowed Funds are open for further designated donations. Investment and reinvestment of these funds are made upon recommendation of the Trustees, and approved by Executive Committee, Board of Directors and Voting Body. Expenditure of interest is approved in same sequence except for Fuchs Fund.

#### a Endowment Funds

- (1) Texas Garden Clubs, Inc. Endowment Funds: represents one-half (1/2) of all Life Membership fees, designated donations, and accumulated interest pending distribution for maintenance and specified expense of Headquarters.
- (2) Madge Horn Endowment Fund: A fund closed at \$38,000 representing contributions from Madge Horn and the Madge Horn Estate; and the project of District VIII, together with gifts, to build fund to its current principal. Accumulated interest is held pending distribution for maintenance and specified operational expense of Headquarters.
- (3) Magnolia Neighbors Greene Bequest of \$5,000. A closed fund administered according to her will. Accumulated interest is specified for Headquarters maintenance and a \$50.00 Conservation Award annually in her honor. If award is not given, the \$50.00 remains in the interest account.
- (4) Edna Z. Fuchs Endowment Fund: represents contributions by Edna Z. Fuchs plus other gifts which may be made in her honor for needs at Headquarters; and accumulated interest until used as specified by Executive Committee.
- (5) Renee Dhossche Blaschke Endowment Fund; represents contributions by the Blaschke family in her honor specified for maintenance of landscaping at Headquarters; and accumulated interest until used as specified.

- b. Scholarship Fund
- (1) Donations and bequests designated for scholarships shall be maintained in this fund, established to further the education of worthy students in the fields of Floriculture, Horticulture, Forestry, Landscape Design, Urban Development, Land and Water Management, Park Management, and allied subjects.
  - (2) Only the interest of this fund shall be used for awarding scholarships each year, the available amount of which shall be determined by the Finance Chairman and furnished to the Scholarship Committee.
  - (3) The Scholarship Committee may allocate awards honoring Nellie Day Trigg, Bess Buchanan, Florence H. Thomas, Mary Badham Kittel, Hazel Raska, Ethel W. Spears, Bea Dooley and subsequent donors approved by the Executive Committee. (See page 16– Policy Statement, TGC, Inc. XIII. Scholarships. 3) The Chairman shall present the names and amounts awarded each recipient to the Executive Committee for approval, at the Fall Convention each year.

c. Award Funds

The following funds shall be administered by the Executive Committee as recommended by the Awards Committee each year:

(1) Awards Account

- a. A depository for Adult and Youth Award donations and Grant Funds. Annual interest from this fund, as well as the donations and grants, shall be used as award/s in the Youth and/or Adult Awards Program. [See exception (1)(b)].
- b. A permanent portion of the Awards Account shall be the Irene Blanke Junior Award Fund (\$1,000) named for the donor. The interest from this fund shall be used to perpetuate the Irene Blanke Junior Yearbook Awards. Any unused annual interest from the Irene Blanke Junior Fund may be used in the Youth Awards program.

## **ARTICLE XVIII - QUORUMS**

### **SECTION 1. CONVENTIONS**

One-fifth (1/5) of those registered and qualified to vote shall constitute a quorum for the semi-annual conventions of Texas Garden Clubs, Inc.

### **SECTION 2. BOARD OF DIRECTORS**

Fifty (50) members shall constitute a quorum of the Board of Directors of Texas Garden Clubs, Inc.

### **SECTION 3. EXECUTIVE COMMITTEE**

Nine (9) members shall constitute a quorum of the Executive Committee of Texas Garden Clubs, Inc.

### **SECTION 4. TRUSTEES**

Six (6) members shall constitute a quorum of the Trustees of Texas Garden Clubs, Inc.

## ARTICLE XIX - DISTRICTS

### SECTION 1. DIVISIONS OF TEXAS

The State of Texas shall, for convenience, be divided into ten (10) arbitrarily numbered Districts based on scientifically secured data from Texas A&M University on soil and climatic similarities, problems, and plant material. Within these large major units, subdivisions may be made when desired for greater efficiency, scope and concentrated endeavor, provided all clubs are in good standing with Texas Garden Clubs, Inc. (See Sec. 5 of this Article)

- a. Boundaries of a District shall remain flexible for the convenience of garden clubs. Convenience shall refer to travel time, accessibility, ease of participation and distance involved.
- b. Clubs shall be allowed to function within the District of their choice. In order to move from one geographical District to another, the consent of both Directors involved is required in writing for the action to be ratified by the Executive Committee.
- c. The original geographical division as set forth by Texas A&M University was used for a working outline and shall be maintained as far as feasible. These geographical Districts shall be changed only when an application by the involved District is submitted to the Executive Committee for approval.
- d. A District that maintains at least one (1) Federated club or project within a county shall not lose its territorial jurisdiction over that county. If no Federated club exists within a county, the county shall remain in the geographical District prescribed by Texas A&M University in its divisions for the Districts.
- e. For travel convenience a border club may transfer from one District to another, provided permission is secured from both Directors of the affected Districts. The change shall be reported to the Headquarters Personnel and the President of Texas Garden Clubs, Inc.

### SECTION 2. DISTRICTS AND BOUNDARIES

These Districts shall be known as:

#1 PANHANDLE: Composed mainly of sandy soil in the western half and "Amarillo", "Miles", and "Vernon" Series in the eastern half; also called "High Plains" area; extending (east) to Hardeman, Foard and Knox counties of District II; bounded (south-east) by Haskell, Jones, Fisher, Mitchell, Sterling, Reagan, Crockett, and Terrell counties of District VIII; and on south and west by Jeff Davis, Culberson counties of District IX.

DISTRICT I - 60 Counties: Andrews, Armstrong, Bailey, Borden, Briscoe, Carson, Castro, Childress, Cochran, Collingsworth, Cottle, Crane, Crosby, Dallam, Dawson, Deaf Smith, Dickens, Donley, Ector, Floyd, Gaines, Garza, Glasscock, Gray, Hale, Hall, Hansford, Hartley, Hemphill, Hockley, Howard, Hutchinson, Kent, King, Lamb Lipscomb, Loving, Lubbock, Lynn, Martin, Midland, Moore, Motley, Ochiltree, Oldham, Palmer, Pecos, Potter, Randall, Reeves, Roberts, Sherman, Stonewall, Swisher, Terry, Upton, Ward, Wheeler, Winkley, Yoakum.

#2 BLACKLANDS: Composed mainly of black, limestone, or heavy soil; bounded by Childress, Cottle and King counties of District I; Throckmorton, Shackelford, Stephens and Eastland

counties of District VIII; Comanche, Hamilton, Coryell, McLennan and Limestone counties of District V; and bounded on the east by Grayson, Collin, Dallas, Ellis and Navarro counties of District X.

DISTRICT II - 23 Counties: Archer, Baylor, Bosque, Clay, Cooke, Denton, Erath, Ford, Hardeman, Hill, Hood, Jack, Johnson, Knox, Montague, Palo Pinto, Parker, Somervell, Tarrant, Wichita, Wilberger, Wise, Young.

#3 EAST TEXAS: Composed mainly of sandy-acid soil, timber country; bounded on the west by Grayson, Collin, Hunt, Rockwall, Kaufman and Navarro counties of District X; Limestone, Robertson and Brazos counties of District V; Orange, Hardin, Liberty, Montgomery, and Washington counties of District IV.

DISTRICT III - 41 Counties: Anderson, Angelina, Bowie, Camp, Cass, Cherokee, Delta, Fannin, Franklin, Freestone, Gregg, Grimes, Harrison, Henderson, Hopkins, Houston, Jasper, Lamar, Leon, Madison, Marion, Morris, Nacogdoches, Newton, Panola, Polk, Rains, Red River, Rusk, Sabine, San Augustine, San Jacinto, Shelby, Smith, Titus, Trinity, Tyler, Walker, Wood, Upshur, Van Zandt.

#4 COASTAL PRAIRIE: Composed of sandy alluvial soil generally extending to Guadalupe, Wilson, Karnes, Goliad and Refugio counties of District VII; bounded on the north by Newton, Tyler, Polk, San Jacinto and Grimes counties of District III; Brazos, Burleson, Lee, Bastrop, and Caldwell counties of District V.

DISTRICT IV - 23 Counties: Austin, Brazoria, Calhoun, Chambers, Colorado, Dewitt, Fayette, Fort Bend, Galveston, Gonzales, Hardin, Harris, Jackson, Jefferson, Lavaca, Liberty, Matagorda, Montgomery, Orange, Victoria, Waller, Washington, Wharton.

#5 CENTRAL: Composed of black prairie soil and embracing the rich central basin; bounded on the north by Navarro County of District X, by Hill, Bosque and Erath counties of District II; bounded on the east by Freestone, Leon and Madison counties of District III; on the south by Washington, Fayette and Gonzales counties of District IV; Wilson, Guadalupe, Comal, Bexar, Bandera and Kerr counties of District VII, while the western line extends to Runnels, Concho, Eastland, Coleman, Menard and Kimble Counties of District VIII.

DISTRICT V - 28 Counties: Bastrop, Bell, Blance, Brazos, Brown, Burleson, Burnet, Caldwell, Comanche, Coryell, Falls, Gillespie, Hamilton, Hays, Kendall, Lampasas, Lee, Limestone, Llano, McCulloch, McLennan, Mason, Milam, Mills, Robertson, San Saba, Travis and Williamson

#6 LOWER VALLEY: Composed of largely fertile, heavy-textured soil of alluvial origin with semi-tropic, semi-desert climatic conditions; bordered on the north by District VII.

DISTRICT VI - 4 Counties: Cameron, Hidalgo, Starr, Willacy.

#7 SOUTH TEXAS: Composed of striking contrasts of great ranches and large cities, hill country, brush lands, coastal plains, reaching from Mexico to the Gulf Coast; bounded on the east by District IV; on the north by District V; and Kimble, Sutton and Kinney counties of District VIII.

DISTRICT VII - 32 Counties, plus the City of Nixon in Gonzales County; Arkansas, Atacosa, Bandera, Bee, Bexar, Brooks, Comal, Dimmit, Duval, Edwards, Frio, Goliad, Guadalupe, Jim Hogg, Jim Wells, Karnes, Kennedy, Kerr, Kleberg, LaSalle, Live Oak, McMullen, Maverick, Medina, Nueces, **Real**, Refugio, San Patricio, Uvalde, Webb, Wilson, Zapata and Zavala.

#8 PLATEAU: Composed of prairie, black and semi-dark soil and considerable rough, stony land; extends westward to Brewster and Jeff Davis counties of District IX; bounded on the north by District I; on the east by District II and V, and on the south by District VII.

DISTRICT VIII - 29 Counties: Callahan, Coke, Coleman, Concho, Crockett, Eastland, Fisher, Haskell, Irion, Jones, Kimble, Kinney, Menard, Mitchell, Nolan, Reagan, Runnels, Schleicher, Scurry, Shackelford, Stephens, Sterling, Sutton, Taylor, Terrell, Tom Green, Throckmorton and Val Verde.

#9 MOUNTAIN PLAINS: Composed of an area of mountains interspersed with alluvial plains of adobe, sand and caliche soils, with an arid to semi-arid climate. It is bounded on the south by the Rio Grande River and Mexico, on the east by District I and VIII, and on the north and west by the State of New Mexico.

DISTRICT IX - 6 Counties: Brewster, Culberson, El Paso, Hudspeth, Jeff Davis and Presidio.

#10 BLACKLANDS: Composed mainly of black, limestone or heavy soil; bounded on the north by the State of Oklahoma; on the east by Fannin, Hopkins, Rains, Van Zandt, Henderson and Freestone counties of District III; on the south by Limestone County of District V; on the west by Hill, Johnson, Tarrant, Denton and Cooke counties of District II.

DISTRICT X - 8 Counties: Collin, Dallas, Ellis, Grayson, Hunt, Kaufman, Navarro and Rockwall.

### SECTION 3. OBJECTIVES

- a. All Districts shall first adopt the projects and objectives of Texas Garden Clubs, Inc., before adoption of District projects, if the latter are not related in some degree to the general projects and objectives of the State organization.
- b. All Districts shall in their bylaws recognize and set out therein their subordination to the parent organization - Texas Garden Clubs, Inc. Standing Committees of the Districts shall coincide with those of State in so far as practical.

### SECTION 4. MEMBERSHIP

Member clubs of Texas Garden Clubs, Inc. shall be in good standing (including membership) in their respective Districts to be eligible to receive State, Regional and/or National Awards.

### SECTION 5. DUES AND GOOD STANDING

The Districts shall assess and collect dues from member clubs. "Good Standing" including dues, shall be determined by the appropriate District. Dues per member (or per member club) shall be reported to the President of Texas Garden Clubs, Inc. for record and shall in no case exceed the annual State dues. Additional conditions or requirements

for good standing may be imposed by each District. However, requirements or restrictions in District Bylaws shall in no way conflict with the Bylaws of Texas Garden Clubs, Inc.

#### SECTION 6. OFFICERS

Each District shall elect a Director as specified in Article IX Section 4 and Article VIII Section 2 b; and in the appropriate year of rotation, a Trustee representative to serve on the Headquarters Committee (Trustees). (See Art. XIV Sec. 4) Other needed officers shall be elected by each District group to serve its area. Term of office for these officers shall run concurrently with that of the District Director.

#### SECTION 7. DIRECTOR'S DUTIES

- a. Each District Director shall aid all garden clubs in the District that are members of the State organization and request her assistance. She shall send notices of District meetings to the President of each District member club; compile into one report all annual reports of individual member clubs and send it to the State President. The compiled report shall be in the hands of the President no later than March 1.
- b. District Director shall be a member of the Executive Committee of Texas Garden Clubs, Inc., the Board of Directors, and the State Life Membership Committee as applicable (See Art. XVI Sec 2. f).
- c. Each District Director shall appoint a Personnel Chairman in the spring of even-numbered years to report to the President-Elect of Texas Garden Clubs, Inc. qualified members of the District for consideration for appointment as State Chairmen. (See Art. IX, Eligibility).

#### SECTION 8. MEETINGS

Regular District meetings shall be held following the Fall Convention of Texas Garden Clubs, Inc. and approximately one month preceding the Spring Convention of the State organization.

## **ARTICLE XX - PARLIAMENTARY AUTHORITY**

"ROBERT'S RULES OF ORDER NEWLY REVISED, 1990 EDITION" shall be the parliamentary authority for Texas Garden Clubs, Inc. in all cases not covered in these Bylaws.

## **ARTICLE XXI - DISSOLUTION**

In the event of its dissolution any remaining assets of Texas Garden Clubs, Inc. shall be distributed only to non-profit organizations which are at that time qualified for exemption from Federal Income Tax as an organization described under the Tax Reform Act of 1969 as a non-profit Private Organization, classified specifically under Form #4563 (9); Section 501 (c) (3) Internal Revenue Code of 1954, as amended.

## **ARTICLE XXII - AMENDMENTS**

### **SECTION 1**

These Bylaws may be amended at any regular Convention by a two-thirds (2/3) vote provided that the amendment has been submitted in writing at the previous regular Convention. (pg. 574, Art. IX, Robert's Rules of Order Newly Revised, 1990 Edition)

### **SECTION 2**

These Bylaws may be amended at any regular Convention by a two-thirds (2/3) vote provided the proposed amendment has been sent in writing to each member of the Board of Directors at least thirty (30) days prior to the date of the Convention.

### **SECTION 3.**

The Executive Committee shall have the authority to:

1. Poll opinion by electronic means.
2. Secure a vote by mail or electronic means from the Board of Directors between meetings of the Texas Garden Clubs, Inc. when immediate action is necessary.
3. In the event of an emergency, a vote by electronic means may be taken with prior approval of the President

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

# STANDING RULES

# 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 31<sup>st</sup> 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. **C o n t r a c t s**

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. **D o n a t i o n s t o O t h e r O r g a n i z a t i o n s**

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.

- 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<sup>1</sup> 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)<sup>2</sup>
  - (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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<sup>1</sup> amended Midland 4/09

<sup>2</sup> 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 31 st 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 ADMINISTRATION OF HEADQUARTERS, ARTICLE XIV – TRUSTEES, Headquarters Committee, SECTION 4 A. ELIGIBILITY. The **special privilege** measure may not be granted sequentially.<sup>3</sup>
- 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

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<sup>3</sup> 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

# POLICY STATEMENT

**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 VIII, 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<sup>1</sup> 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.
- d. 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.

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<sup>1</sup> 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 officer** 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 year 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 <sup>2</sup>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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<sup>2</sup> 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<sup>3</sup> and the STATE FLOWER SHOW SCHOOLS Chairman are required to obtain approval from the Executive Committee for the dates of LANDSCAPE DESIGN 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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<sup>3</sup> 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.