



# California Garden Clubs, Inc.

## Pre-Convention Board Meeting

80<sup>th</sup> Annual Convention

Monday, May 16, 2011

DoubleTree Hotel, Rohnert Park, CA

**President Maryanne Lucas**

Hosts: Luther Burbank and Mendo-Lake Districts

President Maryanne Lucas called the meeting to order at 2:15 p.m. The Recording Secretary, Greg Pokorski, was present.

The Pledge of Allegiance was led by Geri May Thirloway, President of San Dieguito Garden Club and Honor Book Chairman.

The inspiration was given by Robin Pokorski, Advisory Council Chairman.

President Lucas introduced National Garden Clubs, Inc. President Renee Blaschke, the Executive Committee, and the pages.

Recording Secretary Greg Pokorski called the roll. President Lucas declared a quorum.

**Excused:** Gloria Aminian, Jim Bathgate, Lee Bathgate, Donna Beronda, Lorna Bonham, Pat Chaney, Mary Crowell, Joyce Dean, B.J. Doerfling, Ann Durgerian, Helen Gates, Jo Ann Gould, Launa Gould, Donna Haddock, Wanda Hewett, Linda Lang, Ron Lang, Joanne Latimer, Jane McKee, Doris Nagy, Gladys Nielsen, Susan Puma, Jean Reiley, Dorothy Roton, Alexis Slafer, Margaret Strachan, Mary Tebo, Lou Ann Unger, Suzy Walker, Martha Ann Walter, Marie Zimmerman

President Lucas announced that the Rules of Order for Board Meetings were accepted at the Organizational Meeting in June, 2009 for the entire term.

The minutes of the 2011 Winter Board Meeting in Costa Mesa were approved as distributed.

Without objection, President Lucas appointed the committee to approve the minutes of this meeting: Joelle Holford, Financial Secretary, as Chairman, and members Pat Clayes, Second Vice President, and Rita Desilets, Third Vice President.

Financial reports were deferred to Convention.

### **Executive Committee Recommendations:**

Recording Secretary Greg Pokorski read the following Executive Committee recommendations and moved their ratification or adoption:

1. Accept the invitation of San Fernando Valley District to host the 2014 CGCI Convention.  
Co-Chairmen: Robin Pokorski and Maryanne Lucas.  
**RATIFIED**
2. Accept the invitation of Cascade District to host the 2014 CGCI Fall Board Meeting.  
Chairman: Anne Mendosa.  
**RATIFIED**
3. Ratify the appointment of Jane McKee, Palomar District, as 2013 Convention Chairman.  
**RATIFIED**
4. Ratify the payment of \$1,000 from the Symposium Fund to the Symposium Chairman for expenses related to the April, 2011 Flower Show Symposium in Bakersfield.  
**RATIFIED**
5. Ratify the participation of the following five clubs in the CGCI IRS Nonprofit Group Exemption Program:

Burlingame Garden Club – authorized 3/28/11  
Central Coast Cactus & Succulent Society – authorized 3/28/11  
Desert Horticulture Society of the Coachella Valley – authorized 3/28/11  
Orange County Cactus & Succulent Society – authorized 5/14/11  
Pinole Garden Club – authorized 5/8/11

**RATIFIED**

6. Ratify the termination of the following three clubs from the CGCI IRS Nonprofit Group Exemption Program under the provisions of Article VII – Termination of Affiliation of the CGCI Articles of Affiliation of the IRS Nonprofit Group Exemption Program:  
Boron Garden Club, Desert Empire District  
The Gardeneers, Costa Verde District  
Pleasant Hill Instructional Garden, Diablo Foothills District

**RATIFIED**

7. Approve Policy as corrected. **PASSED** See Attachment A.
8. That the Symposium Restricted Fund be made available to the local Judges Council that is responsible for hosting the Judges Council Banquet with the same guidelines and restrictions up to \$500 as the Christy Fitz Memorial Fund. **PASSED**
9. That any Easy Grant balances remaining in special funds be returned to the original funds from which they came at the close of convention.
10. Amend the Charter of the CGCI Planned Giving Endowment Fund to remove the words “Planned Giving” wherever they appear. **PASSED**
11. Accept quote # 4515 from Web Tech Therapy to create CGCI website application modules for \$5,350, money to come from the General Fund. **PASSED**

**Officer Report:**

Third Vice President Rita Desilets moved to ratify two new clubs:  
Gardening Club of Santa Clarita – San Fernando Valley District  
Burlingame Garden Club – Bay Ocean District

**RATIFIED**

Reports of other officers were deferred to Convention.

**Committee Reports:**

Three-Year Calendars – Shane Looper reported.  
Symposium – Shane Looper reported for Gloria Aminian.  
2011 Winter Board Meeting – Carole Lung and Annie Hall-Bosché reported. See Attachment B  
Scholarship – Evelyn Broaddus reported. See Attachment C  
Tours – Robert Gordon reported.  
Life Memberships – Carlotta Wixon reported and moved to ratify the following new life members. See Attachment D

CGCI

Margaret Allen	Sequoia GC
Mary Brazil	Hanford GC
Mary Creed	Tuolumne County GC
Carol Curcio	Dos Valles GC
Susan Diez	Santa Rosa GC
Doris Hedlund	Cayucos GC
Peggy Horner	Hanford GC
Leah Imamura	Southern California GC
Judy Mayfield	Visalia GC
Sandy Rogers	Livermore GC
Linda Tucker	La Casa GC
Barbara Peyton	Atherton Garden Guild
Joyce Richardson	Tuolumne County GC
Sara White	Sunnyvale GC

Gerry Wisdom                      Desert Planters of Ridgecrest

Pacific Region

Ted Burg                              Hanford GC  
Judy Merritt                          Hanford GC  
Sarah Taylor                          Southern California GC

National Garden Clubs

George Priest                          Southern California GC  
Linda Smith                            Hanford GC

**RATIFIED**

**New Business:**

The first reading of the Project Mission Blue Resolution was read by Corresponding Secretary Shane Looper. See Attachment E

President-Elect Julie West presented the second reading of the 2011-2013 President's Project Resolution. See Attachment F

There being no further business, President Lucas adjourned the meeting at 3:21 p.m.

Submitted

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Greg Pokorski, Recording Secretary

Date

## Pre-Convention Board Meeting 2011, Attachment A

### PROPOSED 2011 POLICY TO REPLACE CURRENT POLICY IN YEARBOOK

#### CORPORATE LOGO

The CGCI logo was designed by the California School of Arts and Crafts in Oakland in 1932. The Oakland Business Men's Garden Club paid for it and presented it to the Federation. The wording was changed when CGCI became incorporated in 1936 and changed from California Garden Club Federation to California Garden Clubs, Inc. The logo is used on letterheads, program, and similar materials, and as the design for the CGCI state membership pin.

#### AFFILIATE MEMBERSHIPS IN OTHER ORGANIZATIONS

1. CGCI affiliate memberships in other state, national and international organizations shall be as authorized by the board of directors upon determination that no conflict exists between the stated objectives of CGCI and the affiliate organization(s), and that membership in the affiliate organization(s) will not jeopardize CGCI's tax exempt status at any governmental level.
2. Dues for CGCI affiliate memberships in other organizations shall be included in the budget and paid from the General Fund when due.

#### AWARDS

1. All CGCI awards shall be made upon merit without limitation to the number won by any individual, club, associate plant society, or district.
2. Certain special awards shall be given only at the discretion of the awards committee, with final approval of the state president.
3. Winners of regional and national awards shall be announced at the state convention, provided the regional and national conventions precede the state convention.
4. Awards shall be presented at the convention to current district directors or their designated representative.
5. Entries for Pacific Region and NGC awards shall be forwarded to the proper regional and national chairmen by the CGCI awards chairman.

#### BLUE STAR MEMORIAL HIGHWAY & BY-WAY PROJECT

1. A Blue Star Memorial Fund had been established to assist clubs and districts in purchasing Blue Star Memorial markers.
2. Contributions or memorial donations shall be made payable to CGCI and sent to the Blue Star Memorial Chairman who shall make a cash receipt schedule in triplicate. The chairman shall keep one copy for the files, send one copy to the financial secretary, and send one copy and check(s) to the CGCI treasurer for deposit in the Blue Star Memorial Fund.
3. Blue Star Memorial Fund money may also be used for refurbishing existing markers.
4. Requests for financial assistance in completing a Blue Star Memorial marker project shall be made through the Blue Star Memorial Chairman on a CGCI application form.
5. Expenses of Blue Star Chairman shall be paid from the General Fund under CGCI budgeted Chairman Expenses up to \$50. Chairman expenses in excess of \$50 budgeted shall be submitted to the Executive Committee for approval and paid from the Blue Star Memorial Fund.

#### DISTRICTS AND DISTRICT DIRECTORS

1. Directors are elected in their respective districts and installed at the CGCI Convention. Qualifications for office and rules governing election shall be those adopted by the district. At the close of convention they officially take office and assume their duties as members of the CGCI Board of Directors.
2. Guests and/or speakers may attend the Directors Forum only upon invitation by the District Director Coordinator. (Current **Policy #1**)
3. It is recommended that directors schedule and preside at a minimum of three meetings each year following CGCI fall board, winter board and annual convention, which may include regular and special meetings, presidents' conferences, board meetings, workshops, etc.

#### EDUCATION: FLOWER SHOW SCHOOLS, LANDSCAPE DESIGN STUDY PROGRAMS, GARDENING STUDY SCHOOLS, AND ENVIRONMENTAL STUDIES SCHOOLS

See FINANCES for "Financial Procedure for Sponsoring State Functions" and "Grants and Loans."

1. NGC has established educational programs of study for Flower Show Schools, Landscape Design Schools, Gardening Study Schools, and Environmental Studies Schools. Any garden club member or the general public may attend the lectures upon paying registration. After successful completion of a series of courses, a student may become a flower show judge, landscape design consultant, gardening consultant, or environmental consultant accredited by NGC. A judge or consultant must belong to a member club. A flower show judge has further requirements of passing a reading exam and securing judging and exhibiting credits.
2. A series of four courses may be sponsored by a club, district, council, or CGCI. The sponsor shall provide the appropriate state school chairman with the proposed dates and location for the series, name of the sponsoring group, local chairman, and proposed first course budget. The state chairman will then present this information to the state president for initial approval with final approval by the state board of directors. Contact appropriate state chairman for further details.
3. Correspondence from all schools to NGC chairmen and to NGC headquarters must go through the respective state school chairman.

## COMMITTEES

### Flower Show Schools Committee

1. The chairman shall be the CGCI Flower Show Schools Chairman. Other members are the chairmen of Awards, Schedules, Judges Credentials, Judges Council, Symposia and any others deemed necessary.
2. The Flower Show Schools Chairman is responsible for the flower show school program within CGCI and for adherence to NGC requirements in all details of symposia. This chairman shall maintain the file of each flower show student and judge and shall maintain a record of all courses of a flower show school series, the Handbook examination, and symposium credits.
3. The Credentials Chairman will provide the CGCI Yearbook Chairman, by July 1, with a current list of student judges and all judges in good standing along with their expiration year for the current yearbook/roster of CGCI.
4. NGC policy shall apply to the CGCI flower show schools program, following *HANDBOOK FOR FLOWER SHOWS*, *FLOWER SHOW SCHOOL MANUAL*, *INSTRUCTOR'S MANUAL*, and directives published in *THE NATIONAL GARDENER*.
5. Expenses of the Flower Show Schools Chairman including Awards, Schedules, Credentials, and Symposia shall be paid from the General Fund under CGCI budgeted Chairman Expenses up to \$50 each. The Flower Show Schools Chairman expenses in excess of \$50 budgeted shall be submitted to the Executive Committee for approval and paid from the Educational Schools Fund. NOTE: Symposia chairman expenses in excess of \$50 shall be paid from the Symposium Fund upon approval from the Executive Committee.

### Landscape Design Schools

1. The Landscape Design Schools Chairman shall: (a) keep records of all CGCI Landscape Design School students, Provisional Consultants and Landscape Design Consultants, including their refresher status; (b) answer all questions regarding Landscape Design Consultants certificates and notify Consultants when their five-year renewal will lapse; (c) provide the CGCI Yearbook Chairman, by July 1, with a current list of Provisional, Accredited and Master Landscape Design Consultants along with the expiration year of their credentials for the current yearbook/roster of CGCI.
2. Expenses of the Landscape Design Study Program Chairman shall be paid from the General Fund under CGCI budgeted Chairman Expenses up to \$50. Chairman expenses in excess of \$50 budgeted shall be submitted to the Executive Committee for approval and paid from the Educational Schools Fund.

### Gardening Study Schools

1. The Gardening Study Schools Chairman shall: (a) keep records of all CGCI Gardening Study Schools students, Provisional Consultants and Gardening Consultants, including their refresher status; (b) answer all questions regarding Gardening Consultants certificates and notify Consultants when their five-year renewal will lapse; (c) provide the CGCI Yearbook Chairman, by July 1, with a current list of Provisional, Accredited and Master Gardening Consultants along with the expiration year of their credentials for the current yearbook/roster of CGCI.
2. Expenses of the Gardening Study Schools Chairman shall be paid from the General Fund under CGCI budgeted Chairman Expenses up to \$50. Chairman expenses in excess of \$50 budgeted shall be submitted to the Executive Committee for approval and paid from the Educational Schools Fund.

### Environmental Studies Schools

1. The Environmental Studies Schools Chairman shall: (a) keep records of all CGCI Environmental Studies Schools students, Interns and Environmental Consultants, including their refresher status; (b)

answer all questions regarding Environmental Consultants certificates and notify Consultants when their five-year renewal will lapse; (c) provide the CGCI Yearbook Chairman, by July 1, with a current list of Interns, Accredited and Master Environmental Consultants along with the expiration year of their credentials for the current yearbook/roster of CGCI.

2. Expenses of the Environmental Studies Schools Chairman shall be paid from the General Fund under CGCI budgeted Chairman Expenses up to \$50. Chairman expenses in excess of \$50 budgeted shall be submitted to the Executive Committee for approval and paid from the Educational Schools Fund.

#### ADVANCED STUDY PROGRAMS

See FINANCES for "Financial Procedure for Sponsoring State Functions" and "Grants and Loans."

Symposia, tri-refreshers/bi-refreshers, landscape design conferences, gardening study forums and environmental conferences are sponsored by CGCI for flower show judges, landscape design consultants, gardening study consultants, or environmental consultants in order that they can continue advanced study. Judges and consultants must be members in good standing of a member club and maintain a current subscription to *THE NATIONAL GARDENER*. Subscription to *GOLDEN GARDENS* and CGCI e-Newsletter is also recommended. Any garden club member or the general public may attend the lectures upon paying registration.

#### COUNCILS

Statewide council meetings may be held in conjunction with CGCI board meetings, Conventions and/or Symposia.

##### Flower Show Judges Council

1. To establish a new judges council, a petition shall be presented to the CGCI Executive Committee, setting forth the proposed council's objectives and signed by each proposed founding member.
2. The judges council hosting the Judges Council Banquet at the CGCI Convention shall be allowed to add an overage to the meal price to help defray expenses. (Current **Policy #2**)
3. Flower show judges shall not accept fees for judging flower shows sponsored by member clubs or organizations affiliated with NGC. Mileage fees may be accepted.
4. Membership in more than one judges council is permitted.

##### Landscape Design Council

1. Landscape Design Council membership is open to fully accredited and provisional Landscape Design Consultants upon payment of dues at the beginning of each two-year term.
2. The Landscape Design Council Chairman is responsible for planning and conducting meetings of the Council and for the sponsored landscape design awards.
3. This chairman's expenses and the sponsored landscape design awards are paid from the Landscape Design Council funds.

##### Gardening Consultants Council

1. Gardening Consultants Council membership is open to fully accredited and provisional Gardening Consultants upon payment of dues at the beginning of each two-year term.
2. The Gardening Consultants Council Chairman is responsible for planning and conducting meetings of the Council and for the Garden award(s).
3. This chairman's expenses, the garden awards and sponsored horticulture awards are paid from the Gardening Consultants Council funds.

#### ENDOWMENTS

In June 2010, the Board of Directors established two CGCI Endowment Funds: CGCI Scholarship Endowment Fund and CGCI Planned Giving Endowment Fund.

The Board of Trustees serves as the Endowment Committee with responsibility and authority to administer and manage the assets of both Endowment Funds under general guidelines authorized and governed by the Charters of each endowment.

Donations may be designated for deposit in one endowment fund or split between the two funds: Planned Giving and Scholarship.

1. The Endowment Chairman shall make a cash receipt schedule in triplicate. The chairman shall keep one copy for the files, send one copy to the financial secretary, and send one copy and check(s) to the treasurer to be deposited into the respective Endowment Fund.
2. The Endowment Secretary shall send acknowledgment letters to donors in accordance with IRS guidelines for all donations received.

## FINANCES

### GENERAL

1. All motions directing the expenditure of CGCI monies shall specify from which designated fund the monies shall be paid.
2. Printing and postage expenses for the minutes of all CGCI meetings and conventions shall be budgeted and paid from the General Fund as part of the Recording Secretary's budget.

### CHAIRMEN WHO PROCESS CGCI FUNDS

1. Each chairman who collects money in the name of CGCI shall make a cash receipt schedule in triplicate. The chairman shall keep one copy for the files, send one copy to the financial secretary, and send one copy and check(s) to the treasurer.
2. Chairmen who receive funds which are to be sent directly to a project shall keep one copy for the files, send one copy to the financial secretary, and send one copy and the check(s) to the project.

### FINANCIAL PROCEDURE FOR SPONSORING OR HOSTING STATE FUNCTIONS

CGCI board meeting	*Symposia
Convention	Landscape design conference
Flower show schools	Gardening study forum
Landscape design schools	Environmental conference
Gardening study schools	Civic development conference
Environmental studies schools	*Wildflower conference
Bi-Refresher/Tri-Refresher	

\*Employer Identification Number (EIN) for these functions marked (\*) have been secured and are available from the chairman.

1. The sponsor or host district/club may open a temporary checking account in its own name. The EIN of the sponsor or host district/club or, if necessary, a new EIN shall be used to open the checking account. Form SS4 (application form for EIN) is available from the IRS. *The CGCI EIN may not be used.*
2. Revenue from board meetings and conventions shall be governed as follows:
  - a. Revenue from board meetings shall be retained by the host.
  - b. Revenue from conventions shall be divided as follows:

Half of the net proceeds from conventions shall be placed in the General Fund and the remaining half shall be retained by the Host.
3. Individuals or commercial enterprises wishing to sell products or take orders at or during CGCI conventions and board meetings must be approved by the executive committee and pay an agreed upon percentage of the gross sales and/or a table fee. Revenues shall be divided equally between CGCI General Fund and the function host. (Left this in for reinforcement of SR 31)
4. Financial records of the convention shall be maintained under the direction of the district convention chairman and shall be audited by a qualified individual approved by the board of directors.
5. The financial objective of sponsoring or hosting the following state functions is to break even. If there is a gain or loss, the financial responsibility is as follows:

#### Gain or loss transferred to CGCI fund:

Convention (50% or half to/from General Fund)\*if amendment to Article XII Sec. 5 passes

Wildflower conference - Wildflower Fund

Symposia - Symposium Fund

Landscape design conference – Educational Schools Fund

Gardening study forum – Educational Schools Fund

Environmental conference – Educational Schools Fund

Civic development conference – Educational Schools Fund

The word "sponsor" is used for schools, symposia, conferences, forums, bi-refreshers and tri-refreshers.

The word "host" is used for state board meetings and conventions.

#### Gain or loss remains with sponsor or host:

State board meeting

Convention (50% or half retained by the Host)\*if amendment to Article XII Sec. 5 passes

Flower show schools

Landscape Design Study Program

Gardening Study Schools

Environmental Studies Schools  
Bi-refreshers and/or Tri-refreshers

\* If a loss should occur, the sponsor or host may appeal to the executive committee for possible monetary reimbursement.

6. Within 90 days of the close of a function or of each course in a school series, the chairman shall send copies of the financial report as follows:

<u>Function</u>	<u>Send financial report to:</u>
Conventions *	State president, financial secretary, treasurer, boards & conventions chairman
Board meetings	State president, financial secretary, boards & convention chairman
Educational schools, each course	State president, appropriate state School chairman, Educational schools finance chairman
Symposia, conferences, forums, refreshers	State president, treasurer, Educational schools finance chairman, and appropriate state School Chairman

\* Convention audit shall serve as the financial report.

7. The financial outcome shall be recorded in CGCI minutes in the appropriate chairman's report.

8. The financial outcome of each course in educational schools will be monitored by the education schools finance chairman.

9. NGC examination fees for NGC school courses, handbook examinations, symposia examinations, and refresher fees shall be processed by the applicable state schools chairman. NGC fees shall be sent to NGC.

## GRANTS AND LOANS

### Grants

A grant of \$250 may be awarded, upon approval of proposed budget by CGCI Educational Schools Finance Chairman, to a new CGCI ratified, flower show school\*, landscape design school\*, gardening study school\*, environmental studies school, conference or refresher to help defray costs from the Educational Schools Fund. If school, conference or refresher is profitable, grant may be returned to the fund.

\*Flower show school would exclude Course 1 – see Helen Minor Fund (until depleted); gardening study school and landscape design school would exclude Course 1 – see Eleanor Miller Fund (until depleted). Grants of up to \$250 may be available if needed for courses 2, 3 or 4 of any NGC School (upon approval of proposed budget) and if school is profitable, grant(s) may be returned to the fund for future schools. (Currently **Policy #3 & 4 amended to comply with new Restricted Fund Guidelines approved at Convention**)

### Loans

Upon approval of the board of directors, the following loans for preliminary expenses are available. (Currently **Policy #5**)

\$500 state convention and regional convention when CGCI is the host

\$700 Flower Show School symposium

\$250 - \$500 state board meeting, landscape design conference, gardening study forum, bi-refresher/tri-refresher, environmental conference, civic development conference, wildflower conference.

## GOLDEN GARDENS

1. The editor shall departmentalize the work of the magazine, select all material for a balanced publication, and be responsible for assembly, printing, and mailing.

2. The CGCI Financial Secretary shall record all monies collected in the name of GOLDEN GARDENS, pay all bills, send all invoices, prepare financial statements to be presented to the board of directors, and submit the annual GOLDEN GARDENS budget for adoption at the organizational meeting.

3. Circulation Chairman shall (a) maintain database of subscriptions, (b) invoice and collect subscription fees for both 100% clubs and individuals upon expiration, and (c) process new subscriptions. This chairman shall make a cash receipt schedule in triplicate - keep one copy for the files, send one copy to the CGCI Financial Secretary, and send one copy and check(s) to the treasurer.

4. Chairmen shall be entitled to reimbursement from the GOLDEN GARDENS account for expenses incurred in the fulfillment of duties of the office, on proof of expenditures as budgeted. The chairmen shall incur no indebtedness other than the operating expenses of the magazine without the authorization of the CGCI board of directors.

5. Golden Gardens Angels and Season's Greetings were established to be used to



help finance the publishing of GOLDEN GARDENS. Contributions shall be sent to the GOLDEN GARDENS Angels and/or Season's Greetings chairman who shall make a cash receipt schedule in triplicate. The chairman shall keep one copy for the files, send one copy to the GOLDEN GARDENS finance chairman, and send one copy and check(s) to the treasurer.

6. Complimentary Angels and/or Season's Greetings require approval from Board of Directors.

#### HONOR BOOK

1. Contributions to the Honor Book Fund shall be used for any of the state objectives of CGCI, upon approval of the board of directors. (currently **Policy #6**)

2. The Honor Book shall be on display at convention.

3. The Dorothy Copeland Fund was established in May 1988. Contributions shall be sent to the Honor Book chairman who shall forward the money to the CGCI treasurer.

4. For each fund (Honor Book and Copeland Fund), this chairman shall make a cash receipt schedule in triplicate - keep one copy for the files, send one copy to the CGCI financial secretary, and send one copy and check(s) to the treasurer for deposit into the respective fund.

#### INSURANCE

1. The liability insurance plan is available for an additional charge to qualifying clubs, clubs-at-large, and associate plant societies who pay per capita membership dues.

2. The coverage is for investigation, legal defense, personal injury, and property damage due to the negligence of the club, members or guests during any meeting under the control of the club, including flower shows, conventions, tours, sales, etc. There is a limit of \$1,000,000 per accident, with an aggregate of \$2,000,000 for all clubs. A homeowner or commercial policy takes precedence over the garden club's insurance policy.

3. Third party certificates for commercial and government agencies are available upon request to the liability insurance chairman. A fee will be charged for each certificate issued.

4. A new club or associate plant society may be added to the policy at the time it joins CGCI. A full year's premium will be charged even though first year coverage may be less than one year. Subsequent premiums are due for the following insurance years.

5. The insurance year is from February 15th to February 15th.

6. The liability insurance chairman will notify clubs of premiums due before November 15.

7. Due date of payment is January 15 to avoid late fee.

#### IRS 501(c)(3) NONPROFIT GROUP EXEMPTION

The application made by CGCI for a group exemption letter recognizing subordinate clubs as organizations of the type described in Section 501(c)(3) of the Internal Revenue Code was approved by the IRS on November 15, 2006. CGCI is thereby authorized by the IRS to grant qualified member clubs full, nonprofit 501(c)(3) tax status. The California Franchise Tax Board has authorized CGCI to grant similar state nonprofit tax status to group exemption subordinates, retroactive to November 15, 2006. Participation in this program is NOT INCLUDED with CGCI membership.

1. A club must apply to be included in the program and comply with the guidelines required by the IRS and state of California, and successfully complete the application process (including fee) administered by the CGCI Group Exemption Chairman and CGCI Financial Consultant.

2. Upon completing the application and/or renewal process, the Group Exemption Chairman shall make a cash receipt schedule in triplicate - keep one copy for the files, send one copy to the CGCI financial secretary, and send one copy and check(s) to the treasurer for deposit into the General Fund revenue category for Group Exemption fees.

3. New clubs who successfully complete the application process shall be ratified by the Board of Directors.

4. Clubs ratified for the 501(c)(3) group exemption program are required by California law to register with the Franchise Tax Board and the Attorney General's Registry of Charitable Trusts. CGCI notifies the Franchise Tax Board of new subordinates as part of its annual state group exemption renewal, but subordinates must register with the Registry of Charitable Trusts on their own.

5. Group Exemption Status is renewable thereafter by February 1 of each year in writing with documentation of activities and financial information and upon payment of renewal fee.

#### MEETINGS

See FINANCES for "Financial Procedure for sponsoring State Functions and "Grants and Loans".

The president is responsible for the agendas and plans the programs with the host district chairman for board meetings and conventions. (Left this in for reinforcement of **Standing Rule 53**)

## ANNUAL MEETINGS - CONVENTIONS

1. At least seven days before the opening day of the convention, the credentials chairman shall check with the membership chairman to verify the number of delegates entitled to represent each club. The number shall be determined by the membership dues received.
2. The word "delegate" shall appear on the badges of same at the annual meeting. Alternates, in the absence of delegates, shall wear the delegate badge at all voting sessions. (Currently **Policy #7**)

## NGC AND PACIFIC REGION CONVENTIONS

1. CGCI shall be represented at NGC and Pacific Region Conventions as prescribed in the NGC and Pacific Region bylaws.
2. The suggested order for the selection of delegates to NGC and Pacific Region conventions shall be as follows: (a) former state presidents in order of seniority of days of service; (b) state officers; (c) district directors; (d) former NGC officers and chairmen; (e) former regional officers and chairmen; (f) state chairmen; and (g) members.

## MEMBERSHIP CHAIRMAN

1. The membership chairman shall keep current a complete file of all classes of adult membership and shall issue individual membership cards to clubs upon payment of annual and quarterly dues. Associate plant societies shall be sent membership cards if requested.
2. All inquiries pertaining to membership shall be referred to the membership chairman.

## CLUB MEMBERSHIP

1. Club Presidents may attend state board meetings without voice or vote.
2. The president of each club, club-at-large, and associate plant society shall receive the state yearbook and subscriptions to GOLDEN GARDENS and THE NATIONAL GARDENER. **Partially covered in Standing Rule 91**
3. The president of each affiliate shall receive a state yearbook and a subscription to GOLDEN GARDENS.
4. All classes of membership are encouraged to subscribe 100% to GOLDEN GARDENS for their members.

## Procedure for Joining CGCI

1. Applications for membership by clubs shall be made to the state membership chairman on an application form prescribed by the board of directors, which should be signed by the district director (with the exception of clubs-at-large and associate plant societies), and accompanied by dues, made payable to CGCI.
2. Upon receipt of application and dues, the following will be forwarded to the new president: welcome letter, guidelines for treasurer, CGCI Yearbook, Manual & Roster, and sample copies of GOLDEN GARDENS along with subscription information, etc. Clubs receive individual membership cards. Associate plant societies receive individual membership cards upon request. Affiliates receive one membership card for their records.
3. New clubs in all membership classes shall be ratified by the board of directors.

## YOUTH GARDEN CLUBS

1. Applications for junior, intermediate and high school youth groups shall be made to the youth activities chairman and shall be signed by the sponsoring club president and the district director.
2. A junior garden club shall be composed of children from pre-school through sixth grade. Intermediate garden clubs shall be students from seventh through ninth grade. High school gardeners shall be students from tenth through twelfth grade and shall include ninth grade in a four-year high school.
3. Each club shall be sponsored by a CGCI member club, and shall have all the privileges of CGCI except the rights to vote and hold office. Dues within the youth clubs shall be at the option of each youth club.
4. Junior, intermediate, and high school garden clubs shall pay no dues to CGCI.
5. CGCI pays dues annually to NGC for youth clubs. Ten dollars covers all youth clubs.

## CGCI LIFE MEMBERSHIPS

1. Applications are available from the CGCI life membership chairman and CGCI website.
2. CGCI life memberships are honorary and require a one-time fee designated in Article IV, Section 3(g).
3. Chairman shall make a cash receipt schedule in triplicate - keep one copy for the files, send one copy to the CGCI financial secretary, and send one copy and check(s) to the treasurer for deposit into the Scholarship Donations/Life Membership Fund.

4. New life members shall be ratified by the board of directors.
5. Clubs shall pay state dues for all club members holding state life memberships. State life members shall pay club dues as prescribed by the club's bylaws.

#### MEMORIALS

1. Upon the death of a state board member, a contribution by CGCI from the General Fund in the amount of \$50 shall be made to the current CGCI President's Project. (Currently **Policy #8**)
2. Upon the death of a former state president, a contribution by CGCI from the General Fund in the amount of \$100 shall be made to the current CGCI President's Project. (Currently **Policy #9**)

#### NOMINATIONS AND ELECTIONS

##### Nominations

1. Members of the nominating committee are expected to attend nominating committee meetings at fall and winter board meetings, conventions, and at the call of the chairman.
2. The nominating committee shall meet prior to the adjournment of the annual meeting at the call of the parliamentarian for the election of its chairman. (Reinforces Article VI Sec 2 (d) 1-2)
3. Recommendations of qualified candidates may be sent to the chairman and all members of the nominating committee no later than January 1st in odd-number of years, to serve for information only. The nominating committee is charged with obtaining the best qualified candidates for the offices to be filled and is not bound by recommendations received or suggestions of potential candidates submitted, these recommendations and suggestions serving for information only.

##### Elections

1. The election shall be held on the first day that business is conducted at the convention.
2. The chairman of the election board shall supervise the arrangements for voting in a polling room separate from the assembly room, provide ballots containing the names of candidates submitted by the nominating committee, with additional spaces for writing in names of nominees from the floor and for the district affiliation of all such candidates, and maintain order and quiet in the polling room. (currently **Policy #10**)
3. An alphabetical list of eligible voting members shall be prepared by the credentials chairman prior to the opening of the polls. The voting hours, which shall not be less than two, shall be determined by the executive committee. No less than three members of the elections board shall be on duty during voting hours. (Currently **Policy #11**)
4. The ballot box shall be sealed after the opening of the polls and until the count begins. The count shall continue without interruption until completed, when the ballot box shall again be sealed unless a recount is called for by the executive committee. At no time shall the ballots be handled by anyone other than the election board. Sealed ballot box shall be given to the recording secretary for storage until expiration of the term. At that time, the ballots shall be destroyed. (Currently **Policy #12**)
5. The chairman of the election committee shall report the results of the election to the president at the next business session conducted at the convention. (Currently **Policy #13**)

#### OFFICERS AND BOARD MEMBERS

1. Officers, district directors, chairmen of standing and special committees shall present written progress reports at the fall and winter board meetings and the annual meeting unless otherwise specified.
2. Oral reports shall be limited to three minutes unless otherwise specified. There shall be three copies: two full-length reports, one for the president, one for the editor of GOLDEN GARDENS; and one condensed copy of not more than 100 words for the recording secretary.
3. Three "master" procedure books are created electronically for officers, chairmen and district directors. One copy of those masters is put on a CD for "permanent" retention and one copy is available on CGCI's website. Anyone, including the officer, chairman, district director or coordinators and president can access. At the beginning of each term, the chairman's procedure "book" would be updated to add/delete positions and all three would be updated for content as needed and for those who need only the information that applies to their position. Each position would have a separate page/division within the master procedure book so that only that one item needs to be downloaded/printed or saved. A paper book could be printed out for those few individuals who do not have Internet access.
4. A chairman should be consulted and be present, if possible, when any change in his/her area of responsibility is being considered.

#### SCHOLARSHIPS

1. In addition to the CGCI Scholarship Endowment Fund, a state fund has been established to provide scholarships for college juniors, seniors and graduate students who plan careers in fields related to the activities and objectives of CGCI.

2. Contributions (other than Life Memberships) to the Scholarship Donations/Life Membership Fund shall be payable to CGCI and sent to the scholarship chairman. This chairman shall make a cash receipt schedule in triplicate. The chairman shall keep one copy for the files, send one copy to the financial secretary, and send one copy and check(s) to the treasurer for deposit in the Scholarship Donations/Life Memberships Fund.

3. Life Membership applications along with the one-time fee shall be sent to the life membership chairman who shall make a cash receipt schedule in triplicate. The chairman shall keep one copy for the files, send one copy to the financial secretary, and send one copy and check(s) to the treasurer for deposit in the Scholarship Donations/Life Membership Fund.

4. With the approval of the CGCI executive committee and the board of directors, additional scholarships may be offered through CGCI by individuals, clubs, or districts, with students making application through the CGCI scholarship chairman. (Currently **Policy #14**)

#### STATE PROJECTS

1. Member clubs are encouraged to give financial support to CGCI and NGC projects.

2. The advisory council shall monitor current state projects to determine their viability and worthiness and shall advise the executive committee at each winter board meeting on the continuation or termination of each state project.

#### MISCELLANEOUS PROCEDURES

##### National Garden Clubs, Inc. Personnel File

In accordance with NGC requirements, the board of directors shall certify and/or recertify the names and eligibility of CGCI members requesting to be listed in the NGC personnel file.

##### Product Endorsement or Commercial Enterprises

Proposals to endorse any products or commercial enterprises shall be thoroughly investigated to determine that such endorsement would not be in conflict with CGCI's stated objectives, or jeopardize CGCI's tax exempt status at any governmental level.

##### Amenities for NGC President, Pacific Region Director when Guests of CGCI

When the Pacific Region Director or NGC president is the guest of CGCI, it is a courtesy to provide lodging and meals one day prior to and following a board meeting or convention as well as lodging, meals and registration during the meeting. (Currently **Policy #16**)

##### Approved at 2011 Winter Board:

Every ten (10) years, having begun at the annual meeting in 1970, a redwood tree shall be purchased that is selected by The Sempervirens Fund at Big Basin Redwoods State Park to honor those CGCI Presidents in office during that decade. Money to come from the Honor Book Fund. CGCI Board Designated Honor Book Fund shall pay meal expenses for CGCI guests and speakers invited by the Executive Committee.

Pre-Convention Board Meeting 2011, Attachment B

Orange County District  
California Garden Clubs, Inc.



Totals for the Winter Board 2011:

Total from Registration:

Board Members	76
Voting Members	76
Spouses	12
Guests	5
Host District Members	11
Club Members/ Leadership	16

Total participants 126

Ayres Hotel Rooms

Day 1	37
Day 2	48
Day 3	40
Total	125

Meals served

Day 1 dinner	93
Day 2. Lunch	83
Day 2. Dinner	76

225 meals at hotel

Tour including lunch at Casa Romantica 42 people

Totals:

Income:	\$14,578
Expenses:	\$12,969
Profit:	\$1,608

## **Pre-Convention Board Meeting 2011, Attachment C**

### CGCI Scholarship Report

The Robert L. Gordon 2011 Scholarship is awarded to Margaret (Maggie) Maratsos who is a student at Cal Poly San Luis Obispo. Her home is in Fallbrook. She is unable to attend due to her class schedule. She will also attend school in England for four weeks in July.

The Robin Pokorski 2011 Immediate Past President's Scholarship is awarded to Anne Loveland Sherman who is a student at Dominican University in San Rafael, Marin County. She is working toward a Green MBA Sustainable Enterprise. She received her BA from Chico State University in May of 2005. She lives in Santa Rosa while attending Dominican.

We at CGCI are delighted that Anne will join us to receive her award and our congratulations go to both Maggie and Anne for being such fine students.

Evelyn S. Broaddus, Scholarship Co-Chairman

## **Pre-Convention Board Meeting 2011, Attachment D**

### Life Membership Report

Since the last Convention, this chairman is pleased to report that CGCI has welcomed thirty-nine (39) new Life Members in the last year. Most of those new members received this honor as gifts from their clubs or districts. Others have joined on their own. These donations go towards the Scholarship Fund. This translates into CGCI receiving \$3,900 into the Fund. What a wonderful way to honor our special club, district and state members and to also honor the students that apply for these scholarships. These scholarships are awarded annually to deserving college juniors or seniors or graduate students who are planning careers in fields related to the objectives of CGCI. During this same period, this chairman also processed eight (8) Pacific Region and three (3) National Life Memberships. For the CGCI Membership, the tax deductible donation is one hundred dollars (\$100.00) and this includes a presentation certificate and a Life Membership pin.

At the beginning of this term, this chairman set a personal goal of an award certificate to each district that welcomes at least two (2) new Life Members. Congratulations to the sixteen (16) districts who met this goal. The certificates will be found in the District Directors' files. The same goal will be set for the next term.

To encourage new Life Memberships, this chairman has submitted articles to the *Golden Gardens* magazine and had an informational display board up at board meetings and conventions. District Directors and other officers will find revised Life Membership applications for CGCI, Pacific Region and National in the information file box. The CGCI website also has copies of the forms. Please contact this chairman with any questions you may have regarding Life Memberships.

Carlotta Wixon, Life Membership Chairman

New Life Members were presented for ratification (see Minutes).

## Pre-Convention Board Meeting 2011, Attachment E

### 2011-2016 Project Mission Blue Resolution

**Whereas**, Over one hundred square miles of parkland ranging from the San Mateo County coastline north to Point Reyes National Seashore constitutes Golden Gate National Park and Recreation Area, and

- The mission blue butterfly was placed on the Federally Endangered Species list in 1976 and is only located in the San Francisco Bay Area, and
- The mission blue butterfly has declined to less than 25,000 in population, and
- The silver lupine (*Lupinus albifrons*) that serves as one of the three mission blue butterfly's host larval plants, is susceptible to the fungal pathogen *anthracnose* during heavy winter rainfall, and
- The objectives of California Garden Clubs, Inc. (CGCI) are as stated in the Articles of Incorporation and also as stated in Article II Section 5 of the corporation's Bylaws, and,

**Whereas**, these Bylaws

- Assist in projects for the conservation of our natural resources
- Promote, create and further an interest in amateur gardening, in plant life, and in bird life, and
- Cooperate with other agencies in furthering interests in educational areas including environmental awareness, and

**Whereas**,

- The mission blue butterfly is in need of financial support for its species to survive, and therefore, be it

**Resolved**, That California Garden Clubs, Inc. partner with the Golden Gate National Park Conservancy (GGNPC) to adopt this fund raising project to:

- Increase lupine diversity by propagating and planting pathogen-resistant summer lupine (*Lupinus formusus*) and varied-color lupine (*Lupinus variicolor*) throughout Golden Gate National Park and Recreation Area
- Support the federally endangered mission blue butterfly
- Stabilize populations during years with fungal outbreak
- Allow these populations to increase over the long term and;

**Resolved**,

- That funding for this five-year fund raising project strive for a goal of \$3,000 in annual donations to be used for propagation materials, planting and scientific experiments for hard-to-grow lupines and;
- That a new Temporarily Restricted Fund be established within CGCI designated to receive donations and forward all donations received to the GGNPC Park Stewardship program twice a year on January 15 and June 15 and;
- That checks made payable to CGCI be sent to the CGCI State Chairman for the project, who will keep records of the transactions for CGCI and forward the donations to the CGCI treasurer for deposit into the new Temporarily Restricted Fund established for the 2011-2016 Project Mission Blue and;
- That the project is reviewed in 2016 when it is mutually re-evaluated by CGCI and GGNPC to renew the partnership and fund raising project.

First Reading to CGCI Board of Directors  
CGCI Pre-Convention Board Meeting – Rohnert Park  
May 16, 2011

## **Pre-Convention Board Meeting 2011, Attachment F**

### **2011-2013 President's Project Resolution**

**Whereas**, A four-acre site was an open field bordered by Copeland Creek in 1966 when Sonoma State University campus moved to its present location: 1801 E. Cotati Avenue, Rohnert Park, CA., and

**Whereas**, The Native Plant Garden was started in the winter of 1973-1974 and designed to demonstrate the concept of twelve (12) distinct plant communities native to California: Riparian, Wetland/Vernal Pool, Oak Savannah, Chaparral, Grassland, Oak Woodland, Yellow Pine Forest, Douglas Fir Forest, Mixed Evergreen, Redwood Forest, North Coast Coniferous Forest, and Closed Pine Forest, and

**Whereas**, The garden is a sanctuary for abundant California flora and fauna in a park-like setting as well as an outdoor educational classroom for the community, and

**Whereas**, The objectives of California Garden Clubs, Inc. (CGCI) are as stated in the Articles of Incorporation and also as stated in Article II Section 5 of the corporation's Bylaws: "to cooperate with other agencies in furthering interests in educational areas," and

**Whereas**, The garden is in need of permanent educational interpretive signage for the twelve (12) native plant communities represented within the Native Plant Garden, and therefore, be it

**Resolved**, That California Garden Clubs, Inc. for the 2011-2013 administrative term, adopt this fundraising state president's project of designing, manufacturing and installing permanent educational interpretive signage for Sonoma State University's Native Plant Garden, and;

**Resolved**, That a new Temporarily Restricted Fund be established within CGCI designated to receive donations and pay signage expenses specifically for the 2011-2013 President's Project, and;

**Resolved**, That checks made payable to CGCI be sent to the CGCI State Chairman for the project, who will keep records of the transactions for CGCI and forward the donations to the CGCI treasurer for deposit into the new Temporarily Restricted Fund established for the 2011-2013 President's Project to design, manufacture and install permanent educational interpretive signage at Sonoma State University's Native Plant Garden and;

**Resolved**, That any remaining balance as of June 30, 2014 in the new Temporarily Restricted Fund established for the 2011-2013 President's Project be transferred to the CGCI Board Designated Honor Book Fund, thereby closing the fund.