

California Garden Clubs, Inc.

STANDING RULES

1. The geographical boundaries of the districts and their delineation are as follows:
 - ARBORETUM** - San Gabriel foothills in Los Angeles County to Whittier, including Glendale, to Orange and San Bernardino Counties.
 - BAY BRIDGES** - Alameda and Contra Costa Counties west of the Berkeley-Oakland Hills including the cities of Pinole and Fremont.
 - BAY OCEAN** - All of San Mateo and San Francisco Counties including the City of Palo Alto.
 - BUTTES** - Counties of Butte, Colusa, Glenn, Sutter (except for the Rio Oso Area in the southern portion) and Yuba (except for the Wheatland area on the southern border).
 - CASCADE** - Counties of Shasta, Tehama and Trinity.
 - CENTRAL COAST COUNTIES** - Counties of Monterey, Santa Cruz and San Benito.
 - CHANNEL ISLANDS** - Counties of Ventura and Santa Barbara except that portion of Santa Barbara County west and north of a line drawn from Gaviota to the junction of Highways 33 and 166 near the northeastern corner of the county.
 - COSTA VERDE** - Southwestern Los Angeles County south of Manchester Avenue-Firestone Boulevard (State Highway 42) to Interstate 5 and Orange County line.
 - DESERT EMPIRE** - Kern County east of the cities of Tehachapi and Kernville, Antelope Valley in Los Angeles County, San Bernardino County northwest of Interstate 15 to Interstate 40, including Barstow, north of Interstate 40 and all of Inyo County.
 - DIABLO FOOTHILLS** - Contra Costa and Alameda Counties east of Berkeley-Oakland Hills including the Highway I-680 corridor.
 - GOLDEN FOOTHILLS** - Counties of El Dorado, Nevada and Placer.
 - GREATER LOS ANGELES** - Coastal and central Los Angeles County north of Manchester Boulevard; Malibu and Hollywood.
 - HUMBOLDT** - Counties of Humboldt and Del Norte.
 - LUTHER BURBANK** - Counties of Sonoma, Napa and Marin.
 - MENDO-LAKE** - Counties of Mendocino and Lake.
 - MONTANA DE ORO** - All of San Luis Obispo County plus the portion of Santa Barbara County, which lies north and west of a line drawn from Gaviota to the junction of Highways 33 and 166 near the northeastern corner of the county.
 - ORANGE COUNTY** - Orange County.
 - PALMS TO PINES** - Western San Bernardino and western Riverside Counties; to northern and eastern boundaries of San Bernardino National Forest area.
 - PALOMAR** - Counties of San Diego, Imperial.
 - PLUMAS LASSEN** - Counties of Plumas, Lassen and Sierra.
 - ROADRUNNER** - Eastern San Bernardino and eastern Riverside Counties, east from Interstate 15, and San Bernardino National Forest area; north to Interstate 15 and Interstate 40 excluding Barstow.
 - SACRAMENTO RIVER VALLEY** - Counties of Sacramento, Solano, Yolo, Sutter (Rio Oso area) and Yuba (Wheatland area).
 - SAN FERNANDO VALLEY** - Northwestern Los Angeles City and County from north face of the Santa Monica Mountains through San Fernando Valley, excluding Antelope Valley.
 - SANTA CLARA VALLEY** - Santa Clara County excluding the City of Palo Alto.
 - SEQUOIA FOOTHILLS** - Counties of Fresno, Kings, Tulare and western Kern County, including the cities of Tehachapi and Kernville.
 - TOP O' THE STATE** - Counties of Siskiyou and Modoc.
 - VALLEY LODGE** - Counties of Alpine, Amador, Calaveras, Mono, San Joaquin, Stanislaus and Tuolumne.
 - YOSEMITE GATEWAY** - Counties of Madera, Mariposa and Merced.

2. The order printed in the *Yearbook, Manual & Roster* shall be the Articles of Incorporation, Bylaws, Standing Rules and Policy.
3. Proposed amendments to standing rules and policy shall be submitted to the bylaws and policy committee chairman. Amendments to standing rules may be made at a board meeting by a majority vote with notice or a two-thirds vote without notice.
4. New policies or proposed policy amendments shall be submitted to the bylaws and policy committee. The recommendations of the bylaw and policy committee shall be sent to the advisory council and the executive committee for final approval.
5. Bylaws and policy committee shall total five (5) members including the first vice president/president-elect, policy chairman and others appointed by the president.
6. The board of directors shall investigate and approve all proposals to endorse any products or commercial enterprises to determine if such endorsement would be in conflict with CGCI's stated objectives, or jeopardize CGCI's tax exempt status.

AWARDS

10. New awards or changes in awards shall be submitted to the awards chairman who shall present them to the awards committee for approval. Changes must be agreeable to both the awards committee and the sponsor. Any award may be discontinued from the awards program upon approval of the awards committee and consultation with the sponsor.
11. Cash shall be accepted for any new awards offered. Rosettes, ribbons, donor certificates, trophies and plaques will not be accepted. CGCI shall provide the certificates.

CHAIRMEN AND COMMITTEES

15. Each chairman has the responsibility of maintaining an updated procedure book pertinent to their chairmanship. The procedure book shall be passed on to the next chairman at the organizational meeting following convention in each election year.
17. Names and addresses of members of the nominating committee shall be published in *Golden Gardens eNews*.

DISTRICTS AND CLUBS

20. Clubs are encouraged to hold their elections before the convention in order to have correct information for the roster.
21. Districts are encouraged to compile a yearbook or roster listing names and addresses of district officers and chairmen, clubs within the district, dates of district meetings, presidents' conferences, other pertinent information.
22. Notification of changes in roster information for club, associate plant society and affiliate presidents and treasurers should be sent (electronic or postal) to the membership chairman for distribution.

FINANCE

30. Copies of financial reports of CGCI functions shall be sent by the event chairman within ninety (90) days of the close of function as follows: (a) board meetings to president, financial secretary and board and convention chairmen, (b) symposia, refreshers, forums and conferences to president, treasurer and appropriate state chairman, (c) each course in educational schools to president, financial secretary, appropriate state chairman and educational schools finance chairman.
31. Anyone whether commercial or otherwise wishing to sell products for their own benefit at a CGCI function, must first be approved by the function host and president. The vendor shall pay a percentage of the gross sales and/or a table fee as agreed upon in the signed Vendor Sales Agreement. Revenues shall be divided equally between the general fund and the function host.
32. The full balance sheet and income statement of the treasurer, as presented at each meeting of the board of directors, shall be attached to the minutes.
33. Loans for preliminary expenses for CGCI functions shall be made from the general fund.
34. Any motion that would propose a bylaw change or involve an unbudgeted expenditure shall

be submitted in writing to the executive committee for consideration before being presented to the voting body.

35. The executive committee shall approve the expenses of up to \$300 allocated to a member who shall represent CGCI by participating in a special, unbudgeted event by request of NGC. Normal chairmanship activities will not be included. The money shall come from the general fund.
36. The budget and finance committee shall recommend and include as a separate item in the yearly budget the dollar amount from the scholarship fund to be offered for scholarships. The number of scholarships offered in one year from this fund shall not be more than four (4).
37. Bills for the current fiscal year shall be presented to the financial secretary for authorization of payment on or before June 15th.
38. Printing and postage expenses of the call and minutes of all board meetings and conventions shall be budgeted and paid from the general fund.
39. Number of members for whom CGCI pays NGC dues shall be based on the total dollar amount of dues received from clubs and associate plant societies in the fiscal year preceding the June 1 NGC due date.
40. The accountant's annual review letter shall be published in *Golden Gardens eNews* following the fall board meeting.
41. A copy of the CPA's annual reviewed financial statements shall be given to members of the executive committee, board of trustees and budget & finance committee. A copy will be provided to board members upon written request and receipt of the cost of the reproduction and mailing.
42. All expenses incurred due to misuse of CGCI's Federal EIN and/or Franchise Tax Board Entity ID number or any other tax ID number shall be charged to the offending organization.

MEETINGS

50. Scheduled dates of all CGCI board meetings, Pacific Region and NGC annual meetings shall be posted on the website.
51. Board meetings and conventions procedure book shall be updated annually by the state boards and conventions chairman. Current information from the district chairman on duties, procedures, and finances shall be included in the books.
52. The president shall approve program expenses and complimentary tickets that involve the convention fund.
53. The president is responsible for the agenda and plans the program with the host district chairman for board meetings and conventions.
54. The registration fee, cost of each meal and activity for all board meetings and conventions shall be itemized in the call to these meetings.
55. Upon approval of the board of directors the NGC President and/or the Pacific Region Director may be invited to attend a CGCI meeting. Expenditures for courtesies of accommodations, meals, and amenities at a board meeting shall be paid from the general fund. These expenses at a convention shall be paid from the convention account.
56. Upon approval of board of directors NGC or Pacific Region may be invited to hold any meeting in California.
57. Standing rules of the convention shall be included in the program of convention, and read aloud by the parliamentarian immediately after the credentials report. Board meeting standing rules shall be distributed at the organizational meeting.
58. A garden club, associate plant society or affiliate member who is not a member of the board of directors may attend a board of directors meeting without voice or vote.
59. Members of the board of directors shall attend regular and special meetings and conventions. Officers and district directors, or assistant directors, and the district director chairman shall also attend the post-convention meeting. Expenses incurred in attending these meetings shall be the personal responsibility of the member.

WEBSITE

60. 1. The website shall be chaired by the communications director and include: (a) items of interest to members as well as non-members, e.g. calendar of events, educational schools, membership and forms; (b) convention and board meeting information (call and minutes), annual financial statements, articles of incorporation, amended sets of bylaws and standing rules; (c) advertising approved by the executive committee or a designated chairman; and (d) endorsements approved by the board of directors.
2. Links: (a) districts, affiliates, associate plant societies and clubs that are members in good standing, Pacific Region and NGC; (b) non-member horticulture, design and environmental organizations or affiliates upon approval of the executive committee; (c) commercial links approved by the executive committee or a designated chairman.
3. Money for technical assistance shall be in the budget.

MEMBERSHIP

70. Membership chairman and/or Communications Director provide reports, as requested, to NGC Chairmen, Pacific Region Chairmen, CGCI officers, District Directors and chairmen.
71. The membership chairman shall maintain a record of dues paid by member clubs, associate plant societies and affiliates and notify them and their district directors when dues are delinquent.
72. No commercial enterprise or agency shall be eligible for membership.
73. Affiliates shall (1) be organizations with one or more CGCI objectives, (2) have a membership of at least ten members, (3) pay dues in accordance with Article IV, Sec. 3(c), (4) be approved by the board of directors, and (5) not be eligible for liability insurance, and/or Directors and Officers insurance, awards program and CGCI Group Tax Exemption Program. In addition, affiliates may also belong to a district.
74. An associate plant society shall (1) be a member of a permanent statewide or national plant society, (2) be entitled to representation at annual meeting by its president or alternate, and delegates as specified in Article XI, Section 5, (3) pay annual dues according to Article IV, Sec. 3 (a), (4) be eligible to apply for liability insurance, (5) be eligible to participate in the awards program and (6) not be eligible to apply for CGCI Group Tax Exemption Program. An associate plant society may belong to a district and then shall be classified as a club and pay district dues that shall be at the option of the district.
75. The categories of youth gardeners include, but are not restricted to, junior, intermediate and high school gardeners.

STATE PROJECTS

81. Any proposed new state project shall be verified by the person presenting the resolution as an established and viable project. No project will be accepted where CGCI would be a founding member or where the project is still only in the planning stages. The resolution shall state the aims and estimated time frame of the project. Should any project fail to fulfill the aims stated in the resolution, the board of directors shall vote on the termination of the project and determine disposition of any residual funds.
82. State projects approved by the board of directors are limited to initial aggregate funding from any CGCI funds of 10% of the stated project goal at the time of project approval.

YEARBOOK

90. Job descriptions in the *Yearbook, Manual & Roster* may be changed only with the informed consent of the president and the chairman involved.
91. Complimentary copies of the *Yearbook, Manual & Roster* shall be distributed to the board of directors and club, affiliate, and associate plant society presidents; distribution to be determined by the president and *Yearbook, Manual & Roster* chairman. Copies may be purchased from the *Yearbook, Manual & Roster* chairman. They shall not be given or sold to commercial firms.
92. Major changes in format of the *Yearbook, Manual & Roster* shall be approved by board of directors.

93. The *Yearbook, Manual & Roster* shall not include advertising.

MISCELLANEOUS

100. Permanent files, containing books and records, shall be under the supervision and control of the president and permanent files chairman. No materials may be borrowed from the files without consent and filing of a receipt with the permanent files chairman.
101. No member shall circulate at any time letters or bulletins to the general public concerning policy or procedure without first having had such material approved by the executive committee and the board of directors. Copies of such material shall be sent to all members of the executive committee prior to circulation.
102. Copies of all letters and other documents pertaining to the organization, except routine correspondence, shall be sent to the president.
103. A gift or donation shall state its purpose, use of funds, any time limit imposed, and disposition of any remaining funds after the time limit.
104. Permission shall be required from the executive committee to use the logo in the design of any fundraising merchandise sponsored by a member club, district, flower show judges council, landscape design council, gardening consultants council, environmental council, or any combination thereof.
105. CGCI stationery is to be used for CGCI correspondence only and not to be used for club, district, or personal correspondence.
106. The concept of any new publication must first be approved by the executive committee and then recommended to the board of directors for approval. If approved, the content must be approved by the executive committee prior to publication.
107. Budgeted funds for officers, chairmen and district directors are for reimbursement of administrative expenses and for outreach activities on behalf of CGCI's objectives. This excludes all expenses incurred in attending conventions and board meetings except for the president and president-elect.
108. The incoming president shall be honored with an NGC life membership or a donation to an appropriate NGC honor book or program. This is the responsibility of the second vice-president. The donation shall be of an amount equal to the cost of a NGC Life Membership.
109.
 1. No member should vote on a question in which they have a direct personal or pecuniary interest.
 2. To protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or member of the board of directors:
 - (a) an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the board of directors;
 - (b) the board of directors shall decide if a conflict of interest exists;
 - (c) if a conflict exists, the board of directors, after exercising due diligence, shall determine whether the organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the board of directors shall determine whether the transaction or arrangement is in the organization's best interest for its own benefit.
110. CGCI Directors and Officers Liability Insurance coverage shall not be available to clubs, associate plant societies or affiliates that have any paid employees (either part-time or full-time).

Complete revision of Standing Rules, adopted May 1985. Amended: May 1991, 1993, 1994.

Reorganized and amended: May 1995.

Amended: January 1996, 1997; May 1999, 2000, 2001, 2002, 2004; January 2006, June 2007, September 2007, June 2008, September 2008, January 2009, September 2009, January 2010,

February 2011, 2012, September 2012, June 2013, June 2014, September 2014, February 2015
February 2016, May 2016, February 2017, June 2017.