

California Garden Clubs, Inc.

POLICY

CUSTOM AND PRACTICE

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, programs 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 CGCI Convention, provided the Pacific Region and NGC conventions precede it.
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 AND BY-WAY PROJECT

1. A Blue Star Memorial Fund has 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 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.
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.

CGCI GROUP TAX EXEMPTION PROGRAM

The application made by CGCI for a group exemption recognizing subordinate districts and 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 districts and member clubs full nonprofit 501 (c) (3) tax-exempt status. The California Franchise Tax Board has authorized CGCI to

grant similar state nonprofit tax-exempt status to group exemption subordinates, retroactive to November 15, 2006. Participation in this program is NOT AUTOMATICALLY INCLUDED with CGCI membership.

1. A district or 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 Tax Exemption Program Chairman and CGCI Financial Consultant.
2. Districts or clubs which successfully complete the application process shall be ratified as new subordinates in the CGCI Group Tax Exemption Program by the Board of Directors.
3. Districts and clubs ratified for the CGCI Group Tax 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.
4. Districts and clubs that are subordinates in the CGCI Group Tax Exemption Program must renew their status by February 1 of each year, in writing, with documentation of activities and financial information and with payment of a non-refundable renewal processing fee.
5. The CGCI Group Tax Exemption Program Chairman is responsible for processing Program application and renewal fees by completing the CGCI cash receipts form in triplicate, sending the white copy and checks to the CGCI Treasurer for deposit into the General Fund revenue category for CGCI Group Tax Exemption Program fees, the yellow copy to the CGCI Financial Secretary, and keeping the pink copy for the Chairman's files.
6. When a member of the CGCI Group Tax Exemption Program has had its tax-exempt status revoked by the IRS, the removal of the district or club from the Program shall be ratified by the Board of Directors.
7. When the Program chairman is notified by a club or district that it no longer wants to be part of the CGCI Group Tax Exemption Program, the removal of the district or club from the Program shall be ratified by the Board of Directors.
8. All expenses incurred due to misuse of CGCI's Federal EIN and/or Franchise Tax Board Entity ID number or any other tax identification number shall be charged to the offending organization.

DISTRICTS AND DISTRICT DIRECTORS

1. Directors are elected in their respective districts and installed at the 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 at the invitation of the District Director Coordinator.
3. It is recommended that directors schedule and preside at a minimum of three meetings each year following CGCI Fall and Winter Board Meetings and the Convention, which may include regular and special meetings, presidents' conferences, board meetings, workshops, etc.

EDUCATION: FLOWER SHOW SCHOOLS, LANDSCAPE DESIGN SCHOOLS, 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 CGCI school chairman with the proposed dates and location for the series, name of the sponsoring group, local chairman, and proposed first course budget. The CGCI chairman will then

present this information to the President for initial approval with final approval by the Board of Directors. Contact the appropriate CGCI 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 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 Yearbook, Manual & Roster Chairman, by July 1, with a current list of student judges and all judges in good standing along with their expiration year for the next edition of the Yearbook, Manual & Roster.
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 Chairmen, 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 consultants, including their refresher status; (b) answer all questions regarding consultants certificates and notify consultants when their five-year renewal will lapse; (c) provide the Yearbook, Manual & Roster Chairman, by July 1, with a current list of provisional, accredited and master consultants along with the expiration year of their credentials for the next edition of the Yearbook, Manual & Roster.
2. Expenses of the Landscape Design 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.

Gardening Study Schools

1. The Gardening Study Schools Chairman shall: (a) keep records of all CGCI Gardening Study Schools students, provisional consultants and consultants, including their refresher status; (b) answer all questions regarding consultants certificates and notify consultants when their five-year renewal will lapse; (c) provide the Yearbook, Manual & Roster Chairman, by July 1, with a current list of provisional, accredited and master consultants along with the expiration year of their credentials for the next edition of the Yearbook, Manual & Roster.
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 consultants, including their refresher status; (b) answer all questions regarding consultants certificates and notify consultants when their five-year renewal will lapse; (c) provide the Yearbook, Manual & Roster Chairman, by July 1, with a current list of Interns, accredited

and master consultants along with the expiration year of their credentials for the next edition of the Yearbook, Manual & Roster.

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 the \$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, Bi-Refreshers/Tri-Refreshers, landscape design conferences, gardening study forums and environmental conferences are sponsored by CGCI for flower show judges, landscape design consultants, gardening consultants, or environmental consultants in order that they may 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 e-News 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.

California Consultants Council (CCC)

1. CCC membership is open to fully accredited, emeritus and provisional Environmental Consultants, Gardening Consultants and Landscape Design Consultants upon payment of dues at the beginning of the each two-year term.
2. The CCC Chairman is responsible for planning and conducting meetings of the Council and for CCC sponsored awards and/or events.
3. This chairman's expenses, the CCC awards and related council expenses are paid from the California Consultants Council Temporarily Restricted Fund (line code 31519).

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.
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.

ENDOWMENTS

In June 2010, the Board of Directors established two CGCI Endowment Funds: CGCI Scholarship Endowment Fund and CGCI 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: CGCI 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 for deposit in 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 CGCI FUNCTIONS

Board Meeting Convention

Flower Show Schools

*Symposia

Landscape Design Schools

Landscape Design Conference

Gardening Study Schools

Gardening Study Forum

Environmental Studies Schools

Environmental Conference

Bi-Refreshers/Tri-Refreshers

Civic Development Conference

*Wildflower Conference

* Employer Identification Number (EIN) for these functions 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 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.
4. Financial records of the convention shall be maintained under the direction of the Convention Chairman and 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)

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 Board Meetings and Conventions.

Gain or loss remains with sponsor or host:

Board Meeting

Convention (50% or half retained by the Host)

Flower Show Schools

Landscape Design Schools

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:

Conventions

Convention audit shall serve as the financial report, send to:

President, Financial Secretary, Treasurer, Boards & Conventions Chairman

Board meetings

Send financial report to:

President, Financial Secretary, Boards & Conventions Chairman

Educational Schools (each course)

Send financial report to:

President, appropriate CGCI school chairman, Educational Schools Finance Chairman

Symposia, Conferences, Forums, Bi-/Tri-Refreshers

Send financial report to:

President, Treasurer, Educational Schools Finance Chairman and appropriate CGCI school chairman

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 Educational Schools Finance Chairman.
9. NGC examination fees for NGC school courses, Handbook examinations, symposia examinations and refresher fees shall be processed by the applicable CGCI school 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 the 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 I – see Helen Minor Fund (until depleted). Gardening Study School and Landscape Design School would exclude Course I – see Eleanor Miller Fund (until depleted). Grants of up to \$250 may be available if needed for Courses II, III or IV 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.

Loans

Upon approval of the Board of Directors, the following loans for preliminary expenses are available:

\$500 Convention; Pacific Region Convention when CGCI is the host

\$700 Flower Show Symposium

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

GOLDEN GARDENS eNEWS

1. The Editor shall departmentalize the work of the magazine and select all material for a balanced publication.
2. The Financial Secretary shall (a) record all monies collected in the name of Golden Gardens eNews; (b) pay all bills; (c) send all invoices; and (d) prepare line item entries for inclusion in CGCI budget and financial statements.
3. Circulation chairman shall (a) maintain database of subscriptions; and (b) process new subscriptions.
4. Golden Gardens eNews Angels and Season's Greetings contributions shall be sent to the Golden Gardens eNews Angels and/or Season's Greetings chairman who shall submit a cash receipt in triplicate; keep one copy for the files, send one copy to the Financial Secretary and send one copy and check(s) to the Treasurer.
5. Complimentary Angels and/or Season's Greetings require approval from Board of Directors.

HONOR BOOK

1. Contributions to the Honor Book shall be used for any of the objectives of CGCI, upon approval of the Board of Directors.
2. The Honor Book shall be on display at Convention.
3. The Chairman shall make a cash receipt report in triplicate; 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.

INSURANCE, LIABILITY

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 15 to February 15.
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 the 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 Financial Secretary and send one copy and check(s) to the Treasurer for deposit in 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 CGCI Functions and Grants and Loans)

The President is responsible for the agendas and plans the programs with the host chairman for Board Meetings and Conventions.

ANNUAL MEETINGS - CONVENTIONS

1. Voting status of the attendee will be indicated by issuance of a voting card or indication of the delegate's status on attendee's identification badge

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 CGCI presidents in order of seniority of days of service; (b) CGCI officers; (c) district directors; (d) former NGC officers and chairmen; (e) former Pacific Region officers and chairmen; (f) CGCI 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 dues and any dues for additional members. Associate plant societies shall be sent membership cards if requested.
2. All inquiries pertaining to membership shall be referred to the Membership Chairman.

MEMBERSHIP

CLUB MEMBERSHIP

1. Club presidents may attend CGCI Board Meetings without voice or vote.
2. The president of each club, club-at-large, and associate plant society shall receive the CGCI Yearbook, Manual & Roster, Golden Gardens eNews subscription information and The National Gardener.
3. The president of each affiliate shall receive the CGCI Yearbook, Manual & Roster, and Golden Gardens eNews subscription information.
4. All classes of membership are encouraged to subscribe to Golden Gardens eNews.

Procedure for Joining CGCI

1. Applications for membership by clubs shall be made to the Membership Chairman on an application form 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, Golden Gardens eNews 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 students 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 (\$10) covers all youth clubs.

CGCI LIFE MEMBERSHIPS

1. Applications are available from the Life Membership Chairman and the website.
2. Life memberships are honorary and require a one-time fee designated in Article IV, Section 3(g).
3. The Life Membership Chairman shall make a cash receipt schedule in triplicate - 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. New life members shall be ratified by the Board of Directors.
5. Clubs shall pay CGCI dues for all club members holding Life Memberships. CGCI life members shall pay club dues as prescribed by the club's bylaws.

MEMORIALS

1. Upon the death of a board member, a contribution by CGCI from the General Fund in the amount of \$50 shall be made to the current President's Project.
2. Upon the death of a former president, a contribution by CGCI from the General Fund in the amount of \$100 shall be made to the current President's Project.

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 Convention 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 1 in odd-numbered years, they serve as 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 as 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.
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.
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.
5. The Chairman of the Election Board shall report the results of the election to the president at the next business session conducted at the convention.

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 Convention 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 eNews 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 the 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 Scholarship Endowment Fund, a CGCI 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; 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.
4. With the approval of the 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 Scholarship Chairman.

CGCI PROJECTS

1. Member clubs are encouraged to financially support CGCI and NGC projects.
2. The Advisory Council shall monitor current CGCI 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 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 one day following a Board Meeting or Convention, as well as lodging, meals and registration during such meeting.

Redwood Tree Honoring CGCI Presidents each Decade

Every ten (10) years, starting at the Annual Meeting in 1970, a redwood tree shall be purchased to honor those CGCI Presidents in office during that decade. The tree is selected by the Sempervirens Fund Chairman in the Big Basin Redwoods State Park. Money to come from the Honor Book.

CGCI Invited Guests

CGCI board designated Honor Book shall pay meal expenses for CGCI guests and speakers invited by the Executive Committee.

Complete revision of policy, adopted May 2011. Revised June 2013, September 2016, February 2017

File last updated 8-13-17.