

## **NGC-CAR STANDING RULES**

These Standing Rules shall not be in conflict with the NGC-CAR Bylaws and may be amended at any regular or special meeting of the NGC-CAR Executive Committee by a two-thirds vote or a majority vote with previous notice.

### **DUTIES OF ELECTED OFFICERS**

#### **Section 1. REGIONAL DIRECTOR:**

The NGC-CAR Regional Director shall:

- A. Direct the activities of the Region.
- B. Coordinate and promote the activities of NGC.
- C. Serve on the NGC Executive Committee.
- D. Serve on the NGC Scholarship Committee.
- E. Serve on the NGC Personnel Committee in an advisory capacity.
- F. Keep Alternate Director informed.
- G. Conduct an annual or biennial Regional Conference in rotation as established within the Region.
- H. Arrange for and preside at the Regional Meetings of NGC Conventions, including program, if offered; introduce attending former CAR Directors.
- I. Hold an Executive Committee Meeting at the NGC-CAR Conference, Fall Board Meeting and NGC Convention, as needed. It is recommended that Executive Committee Meetings be held in advance of scheduled events, if possible. State Presidents shall be notified of Executive Committee meetings at least two (2) months in advance so that travel plans may be made accordingly.
- J. Appoint Regional Representatives, as necessary, to carry out the purposes of NGC which shall conform, insofar as practicable, to those of NGC. List the duties of each Regional Representative when asking members to serve on the NGC-CAR Board of Directors.
- K. May appoint Special Committees, as needed.
- L. Prepare a NGC-CAR Directory which includes a list of names of all members of the NGC-CAR Board of Directors, including addresses, email addresses and phone numbers. Distribute the NGC-CAR Directory to all members of the Board of Directors. The NGC-CAR Directory is to be submitted to the NGC Directory Chairman when requested. Active former NGC-CAR Directors, to be determined by current NGC-CAR Director, shall be on the mailing list for copies of each NGC-CAR State Garden Club publication.
- M. Follow procedure for selection and election of successors as Regional Director, Alternate Director, two Nominating Committee members and two Alternates from the Region. See NGC Bylaws ARTICLE VIII OFFICERS- ELIGIBILITY, Section 1, D through H; ARTICLE X NOMINATING COMMITTEE, Section 1 B and ARTICLE XI ELECTION OF OFFICERS, Section 2, A and B. Also refer to NGC-CAR Bylaws ARTICLE IV, Section 2 and Section 3 and ARTICLE IX Section 2 NGC NOMINATING COMMITTEE, A, B and C.
  1. Notify the State Garden Club President at least four years before that State Garden Club's turn in rotation for the positions of Regional Director and Alternate Director or Nominating Committee member, or Alternate Nominating Committee Member, to assure

that eligible candidates will be available.

2. Adhere to NGC Bylaws ARTICLE XI, Section 2 for election procedures within the Region. In the event of a vacancy in the office of the Regional Director, the Alternate Regional Director shall become Regional Director.

- N. Attend at least one State Garden Club Meeting in each of the respective States.
- O. When convenient, and upon invitation from the State Garden Clubs, attend other events, Conventions and NGC-CAR Regional Conferences.
- P. Keep State Garden Club Presidents informed as to their duties at NGC Conventions and NGC-CAR Regional Conferences.
- Q. Give assistance to State Garden Club Presidents and Regional Representatives, and answer all correspondence promptly.
- R. Give approval for expenditure of NGC-CAR funds.
- S. Request reimbursement from NGC Treasurer for NGC-CAR Conference speaker allotment by supplying proof of expenses for program within one (1) month after the Conference.
- T. Encourage State Garden Clubs to apply for CAR and NGC Awards.
- U. Inform the NGC President of any anticipated absence from any required meeting and secure approval for the Alternate Director to represent the Region, with all the privileges of the Director. An Alternate Director shall be elected as established within that Region according to prescribed procedures.
- V. May appoint a Newsletter Editor.
- W. Select topic for Award of Excellence #25 by the time the NGC-CAR Director takes office.
- X. KEEP A FILE OF PERTINENT INFORMATION AND ACTIVITIES OCCURRING DURING THE ADMINISTRATION TO PASS ON TO THE NEXT NGC-CAR DIRECTOR.
- Y. At the end of the two year term, compile a Historical report to be sent to the NGC Historian, and to the CAR Historian, no later than March 1<sup>st</sup> in the odd numbered year.
- Z. Have a clear photograph available for publication upon request. Black and white is preferable, but color is acceptable.

Information Footnote: The Regional Director will receive twelve hundred dollars (\$1,200.00), or the amount appearing in NGC Itemized Budget, – from NGC for Regional Director's expenses for travel, hotel, registration, per year. NGC-CAR Director sends proof (receipts) of expenditures up to twelve hundred dollars (\$1,200.00), or amount appearing in NGC Itemized Budget, to NGC Financial Officer/Advisor.

## **Section 2. REGIONAL ALTERNATE DIRECTOR**

- A. Provide assistance to the NGC-CAR Regional Director, as needed.
- B. In the absence of the Regional Director, must be available to represent the Region at any required meeting, with approval from the Regional Director and/or NGC President.

## **Section 3. STATE PRESIDENTS**

- A. To attend Executive Committee Meetings, Board of Directors Meetings and Conferences of the NGC-CAR, and to attend Board of Directors Meetings and annual Conventions of NGC.
- B. To send a list of the State Garden Club's Board of Directors to the new NGC-CAR Director as soon as possible.
- C. To send a copy of the State Garden Club's two (2) year history to the NGC-CAR Director

- and NGC-CAR Historian by March 1<sup>st</sup> of odd-numbered years.
- D. To send copies, by website, electronic communications, and/or postal mail of the State publication to the Regional Director, former Directors and to each State Garden Club President, and Editors in the Region.
  - E. To extend to the NGC-CAR Director the courtesy of an invitation to at least one (1) State Garden Club Meeting during the term of office, and to provide hospitality.
  - F. To extend to the NGC President the courtesy of an invitation to at least one (1) State Garden Club Meeting during the term of office, and to provide hospitality during that visit. The invitation should be extended at the earliest possible time.
  - G. It is customary for the State Garden Club to present a gift to the invited NGC-CAR Director and NGC President.
  - H. The Director's home state President or the incoming Director shall be responsible for collecting funds and purchasing a gift for the retiring Director.
  - I. To bring copies of the reports to be given at NGC-CAR Conferences and NGC Conventions: one (1) for the Regional Director, one (1) for each State Garden Club President, and one (1) for the Conference Secretary.
  - J. When it is the State Garden Club's turn to host the NGC-CAR Conference, its President will present the invitation at the General Session the preceding year.
  - K. To answer all correspondence promptly.
  - L. When the NGC Annual Convention occurs within six (6) weeks of a State President's election to office, the immediate Past President, if attending, gives the President's report and accepts State Garden Club awards. Each State President is entitled to represent the State Garden Club at two (2) consecutive Conventions. (If the immediate Past President does not attend, the new State Garden Club President shall give the report and also accept awards at that meeting). Outgoing Presidents shall introduce their successors at the conclusion of their reports at the NGC Convention.
  - M. State Presidents shall have a clear photograph of themselves available for publication upon request. Black and white is preferable, but color is acceptable.
  - N. When a nominee for the State Garden Club Presidency is to be elected within the month following the NGC Annual Convention that nominee shall attend the NGC Convention Presidents' Breakfast with the incumbent President.
  - O. To keep, for the duration of the term, the Standing Rules manual up-to-date (with changes supplied by the NGC-CAR Organization Study Chairman). To pass along, at the end of the term of office, a complete NGC-CAR file.

#### **Section 4. INCOMING REGIONAL DIRECTOR**

- A. Shall plan the first NGC-CAR Conference of the administration with the Host State Garden Club Committee, after accepting in writing the nomination to the NGC-CAR Director.
- B. Shall have access to the Personnel files.
- C. In order that names be available for NGC Chairmen by mid-January of the odd numbered years, the incoming NGC-CAR Director shall ask the State Garden Club Presidents to recommend qualified persons willing to serve as Regional Representatives.
- D. In odd-numbered years, two months prior to the NGC Convention, the incoming NGC-CAR Director shall send names and complete mailing addresses of NGC-CAR Representatives to NGC Headquarters and NGC Chairmen involved.

## **DUTIES OF APPOINTED OFFICERS**

### **Section 1. NGC-CAR SECRETARY**

- A. Shall take the minutes of the Executive Committee Meetings, Board of Directors Meetings and any special meetings. After the minutes have been approved by the Regional Director, the NGC-CAR Secretary shall send a copy of the minutes to all members of the Executive Committee, Board of Directors and/or special meeting attendees.
  - 1. Shall notify a Regional Representative, in writing, if the Executive Committee takes any action concerning that Representative's chairmanship.
  - 2. If unable to attend a meeting, the Director shall appoint a NGC-CAR Secretary pro-tem.
  - 3. All notices, minutes, and reports may be sent by electronic devices or postal mail, in a timely manner.

### **Section 2. NGC-CAR TREASURER**

- A. Shall comply with the NGC Monthly and Annual Information Requirements for the NGC Regions.
- B. The NGC-CAR Bank Account shall follow the NGC Corporate Banking Resolution. Authorized signatures on the NGC-CAR Bank Account shall be the NGC-CAR Treasurer, the NGC-CAR Director, NGC President and NGC Treasurer. Only one signature shall be required for withdrawal.
- C. Shall administer the NGC-CAR funds, according to the policies of NGC, and make a report at each NGC-CAR Executive Committee Meeting, with a copy for each member of the Committee.
- D. Finances:
  - 1. Each state included in the NGC-CAR shall pay annual dues. One hundred fifty dollars (\$150.00) Annual Dues are payable to the NGC-CAR Treasurer, due October 1.
  - 2. In January and in July, the NGC-CAR Director shall receive one thousand dollars (\$1,000.00) from the NGC-CAR Treasury for NGC-CAR Director's expenses, upon presentation of receipts.

### **Section 3. NGC-CAR PARLIAMENTARIAN**

- A. Shall assist on points of Parliamentary procedure when requested.
- B. Fulfill required duties as outlined in the current issue of *Robert's Rules of Order newly Revised*.
- C. Attend meetings of the Finance Committee and Organization Study Committee and participate except for the right to make motions and to vote.

## **COMMITTEES**

Standing Committees shall be established by the Regional Director for the operation of NGC-CAR, subject to the approval of the Executive Committee. See NGC-CAR Bylaws, ARTICLE IX, Committees. The Standing Committees are: Advisory Committee; Awards Committee; CAR Life Membership; Historian; Organization Study; and Scholarship.

**Section 1. ADVISORY COMMITTEE**

- A. The Advisory Committee shall consist of the Former Directors of NGC-CAR. When consulted, the Committee shall consider questions affecting NGC-CAR and submit recommendations to the Executive Committee.
- B. The Chairman shall be the immediate Former Director. In the absence of the Chairman, a pro tem shall be elected from those present.

**Section 2. AWARDS COMMITTEE**

- A. Awards shall be presented at the NGC-CAR Conference.
- B. NGC-CAR Awards Representative shall:
  - 1. Serve as Chairman of the NGC-CAR Awards Committee.
  - 2. Be responsible for keeping the Awards Rules accurate and concurrent with NGC Awards policies. Have NGC-CAR Awards applications judged fairly.
- C. Send NGC-CAR Secretary and the NGC-CAR Treasurer the names of club winners one (1) month before the Conference.
- D. Conduct Awards presentations at the NGC-CAR Conference, in consultation with the Regional Director.
- E. Refer to NGC-CAR Job Description of Board Positions.

**Section 3. NGC-CAR LIFE MEMBERSHIP**

- A. NGC-CAR Life Membership shall be accorded to an individual who is a member, or non-member, of a garden club by submitting an application and a fifty dollar (\$50.00) contribution to the NGC-CAR Life Membership Chairman.
- B. The money goes directly to the NGC-CAR Scholarship Fund.
- C. All NGC-CAR Life Members will receive a NGC-CAR Life Member Certificate, NGC-CAR Life Membership Card and a lifetime listing of their name on the NGC-CAR Directory of Life Members.

**Section 4. NGC-CAR HISTORIAN**

- A. Request that State Garden Club Presidents send, by January 15 of odd-numbered years, a two (2) year report of the accomplishments and main events of their terms.
- B. Compile a two (2) year report of NGC-CAR History and Regional activities.
- C. Compile a two (2) year report of the seven (7) State Garden Clubs and send it to the NGC Historian with a copy to the NGC-CAR Director by March 1 of odd numbered years.

**Section 5. NGC-CAR ORGANIZATION STUDY COMMITTEE**

- A. The NGC-CAR Outgoing Regional Director shall serve as Chairman of the NGC-CAR Organization Study Committee along with no more than four (4) members appointed by the NGC-CAR Director. The NGC-CAR Parliamentarian shall attend the meeting and participate except for the right to make motions and the right to vote.
- B: Duties:
  - 1. Study, evaluate and respond to all referred questions from the NGC-CAR Executive Committee.
  - 2. Present proposed NGC-CAR Standing Rules amendments to the NGC-CAR Executive Committee for approval before drafting the standing rule.
  - 3. Present revised NGC-CAR Standing Rule to the NGC-CAR Executive Committee

- for adoption.
4. Make recommendations to the NGC-CAR Executive Committee for improving the operation and function of NGC-CAR.
  5. Have the ability to transact business of an urgent nature by electronic devices or postal mail as authorized by the Committee Chairman.
  6. Shall keep the NGC-CAR Standing Rules Manual current and retain several extra copies.
  7. Shall assemble NGC-CAR Standing Rules Manuals and send a copy to each member of the NGC-CAR Executive Committee following the NGC Convention in odd-numbered years.
  8. Shall send copies of changes in NGC-CAR Standing Rules to all members of the NGC-CAR Executive Committee as soon as these changes have been approved in the minutes sent by the NGC-CAR Secretary.
  9. The NGC-CAR Standing Rules Manual and any amendments, when approved, will be sent to the NGC-CAR Webmaster. The NGC-CAR Webmaster will post the NGC-CAR Standing Rules Manual and/or approved amendments, with dates, in the password protected section of the NGC-CAR Website.
  10. Shall keep a record of necessary expenses, such as duplicating and postage, and send a statement, with receipts, to the NGC-CAR Director for reimbursement.
  11. Copies may be sent by electronic devices and/or postal mail.

#### **Section 6. NGC-CAR SCHOLARSHIP COMMITTEE**

- A. One (1) or more Scholarships may be awarded each year and presented at the NGC-CAR Conference.
- B. Each State may submit one (1) application. The application is sent to the NGC-CAR Scholarship Awards Chairman by the July 1 deadline.
- C. The NGC Advanced Scholarship application form and requirements will be the criteria followed.
- D. Applications are to be judged by three (3) former NGC-CAR Directors, chosen by the current NGC-CAR Scholarship Chairman.

### **SPECIAL COMMITTEES**

Any appointed Special Committees are dissolved once the assigned task is completed. Final written reports and financial reports, if required, are to be submitted to the NGC-CAR Regional Director. The committee chairman and members will no longer be required to attend the Board of Directors meetings.

#### **Section 1. NGC-CAR REGIONAL CONFERENCE**

The NGC-CAR Conference information will be written to reflect the policies and procedures of NGC. The information will be compiled in a NGC-CAR Conference Manual.

After the Conference, an itemized statement, with all receipts, and disbursements, with approved requests and receipts, must be sent to the NGC Accountant for final analysis before any monies are dispersed. After approval is received from NGC, a copy of the final report, together with a check for one half of the profit shall be sent to the Host State. The NGC-CAR Treasurer shall forward the financial report to the NGC-CAR Director.

In the event there is not enough income to cover expenses, after the NGC-CAR Conference, the final accounting analysis from NGC will determine the deficit. The deficit will be evenly divided between the Host State and NGC-CAR Treasury. The Host State will be responsible for reimbursing the NGC-CAR Treasury for their share of the deficit.

ADOPTED April 22, 2015