

STANDING RULES AND POLICIES

1. GENERAL

- a. It is understood that no member of the Board of Directors may accept any form of remuneration when asked to advise a GCFP Club, District or GCFP sponsored activity in her official capacity. Reimbursement may be accepted for necessary expenses. However, this rule does not apply when programs are presented.
- b. The membership list of the GCFP may neither be given nor sold to any other organization, business firm or individual without the consent of the President.
- c. A replica of the GCFP President's pin, reduced in size, shall be the GCFP official Past President's pin, and must be returned to the GCFP Headquarters when the former President will not wear it any longer, so that the presentations may be continued.
- d. Funds contributed for a special purpose, such as Scholarship, Natural Disasters, USA/International, Habitat for Humanity, Penny Pines, Blue Star Markers, Book of Recognition shall be used only for the purpose for which designated or upon vote of the Board of Directors, in the event that the original need is discontinued, for purpose similar to the intent of the original fund.
- e. The seal of the GCFP shall be used only on publications, programs, etc. authorized by the Board of Directors.
- f. The President of the GCFP accepts no personal favors, gifts, or tours from a commercial organization without approval from the Executive Committee.
- g. At the National Convention following election of the GCFP officers, the immediate past GCFP President shall present the GCFP report and shall accept all awards. If she is unable to attend, the newly elected GCFP President shall assume these duties.
- h. District Directors and Past District Directors pins shall be made available for purchase by the Districts.
- i. The GCFP accepts the endangered species list as presented by the Judges Council
- j. A biographical file shall be kept on all former GCFP Presidents by the Personnel Chair
- k. All eligible candidates for the National Garden Clubs, Inc. Nominating Committee and eligible candidates for Central Atlantic Regional Director shall be contacted by the GCFP President to ascertain their willingness to serve.
- l. All contracts (excluding agreements pertaining to the Board meetings) shall be signed by the GCFP President or Incoming GCFP President.

2. AWARDS

- a. All GCFP awards and contests must be cleared through the Executive Committee.
- b. The GCFP shall present one Gold Seal Award annually, "if applied for and merited".
- c. The GCFP Chair of Judges Council shall present, at the Philadelphia Flower Show, eight (8) Special Achievement Awards of the GCFP, if merited, to exhibits of unusual excellence; two (2) in Conservation, two (2) in creativity, two (2) in Education and two (2) in Horticulture. The Blue and Gold Ribbon of the GCFP shall be presented daily to the highest scoring Blue Ribbon Winner in the Niche Classes scoring 95 or more points.
- d. The GCFP Chair of Judges Council shall select the Judges for the Special Achievement Awards for the Philadelphia Spring Flower Show. They should be assigned from our Judges Councils on a rotating basis.
- e. Exceptional Horticulturalists shall be presented with a printed card indicating that their name has been placed in the GCFP Book of Exceptional Horticulturalists. The card is to state when they were so honored and by whom.
- f. The GCFP shall present a monetary award to each club as it reaches its 50th, 75th, and 100th anniversary as a member of the GCFP; this money is to be used toward a planting by the club in a civic development project. Certificates may be awarded for other anniversary years.
- g. The GCFP shall purchase rosette ribbons that correspond to the top State Flower Show Awards and make them available, through the GCFP Flower Show Awards and Ribbons Chair, to garden clubs for their flower shows. The clubs are to pay the cost of the rosettes plus postage.

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- h. The GCFP will accept no further annual awards with trophies that must be returned after one year.

3. CONVENTION AND MEETINGS

- a. The GCFP Annual Convention shall be geographically rotated annually and a schedule set up for three (3) years in advance.
- b. A record book should be completed by July 1st containing written reports and records from the Chair and all committee Chairs. This book to be given to the Chair of the next convention as soon as possible.
- c. Twenty-five percent of the net balance from the Annual Convention shall be returned to the Host District for a District project. When two or more Districts host, 25 percent of the net balance will be shared equally by the Districts. The remaining 75 percent will be retained by the GCFP.
- d. All dates for the District Annual Fall Meetings shall be set two (2) years in advance.
- e. Delegates to the NGC Convention and the CAR Conference shall be briefed by the State President on business that will be on the agenda of the convention at which they will serve.
- f. GCFP Board Meetings shall be held in the center of the state, when feasible.
- g. The convention committee shall be granted funds up to \$3,000 in advance to cover initial costs such as printing, etc. This advance is to be returned to the GCFP as soon as possible.

4. FINANCE

- a. A GCFP official Past President's pin, in 14K gold, shall be presented to the GCFP President at the end of the administration with instructions for its return. (See GCFP Return Policy in BOD Manual). This expenditure is to be included in the Annual Budget.
- b. In the event of the death of an immediate member of the Board of Directors, or spouse, a \$25 donation shall be given to the GCFP Scholarship Fund as a memorial.
- c. In the event of the death of a former State President, \$100 shall be placed in the GCFP Scholarship Fund.
- d. When the immediate Past President attends the NGC Convention following the election of the GCFP officers, the GCFP shall provide an expense allotment not to exceed \$500.
- e. The GCFP shall carry insurance for full value on the President's Pin, the Governor's Trophy, and the Mrs. Ernest N Calhoun Attendance Bowl and the Junior Gardener's Trophy.
- f. The expenses of the Scholarship Committee for postage, notepaper, printing, etc. shall be paid from the proceeds of the Scholarship Fund.
- g. The expenses of the State Life Membership Chair for postage, note cards, etc. shall be paid from the proceeds of the State Life Membership Fund.
- h. When a deposit is required by the motel/hotel for booking board meetings or conventions, an advance not to exceed \$500 shall be paid from GCFP funds by the Treasurer on request from the 2nd Vice President and repaid at the time of the meeting.

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- i. The GCFP shall send \$100 annual dues to the Pennsylvania Resource Council and this amount shall be included in the Annual Budget of the GCFP. All monies in excess of expenses realized from the Wildflower workshops are to be divided as follows: 50% to the sponsoring group; 50% to GCFP.
 - j. The GCFP shall pay the expenses of the State Speech Contest winner to attend the State Convention including lodging, meals, and mileage at a rate to be determined by the GCFP Board of Directors. Total costs are not to exceed \$250.
 - k. The GCFP shall pay the annual membership fee of \$100 to the Rachel Carson Homestead Association and this amount shall be included in the Annual Budget of the GCFP.
5. OFFICE PERSONNEL
- a. Two (2) weeks' vacation with pay shall be allowed the Headquarters Secretary.
 - b. The Headquarters Secretary shall be given a monetary gift at Christmas time, the amount to be determined by the Board of Directors.
 - c. When requested by the President, the GCFP Headquarters Secretary shall attend meetings of the Board of Directors. The Secretary shall attend the Annual Convention in the odd-numbered years. All expenses will be paid by the GCFP.
 - d. A thirty (30) day notice shall be required in the event of a resignation by the Headquarters Secretary or termination of services by the GCFP.
 - e. The President and Vice Presidents shall be responsible for interviewing and hiring, in the event of a vacancy. This action shall be subject to the approval of the Executive Committee.
 - f. The Headquarters Secretary shall be reimbursed at the current IRS rate per mile for driving in the course of her duties.
 - g. The salary of the Headquarters Secretary shall be reviewed at the close of each year.
6. SCHOOLS
- a. All schools and symposiums shall submit budgets of anticipated expenses per course to the appropriate State Chair for approval before making final commitments to speakers, etc.
 - b. All these schools shall be granted funds in advance to cover the cost of printing, publicity, etc., said funds to be returned promptly to the Treasurer from school receipts at the end of the series of courses.
 - c. In the event the GCFP shall at any time select a co-sponsor of any School or Symposium and the co-sponsor agrees to act as such, it shall also agree to share equally in all revenue gains and losses incurred in the event.
 - d. All Schools, Conventions and Symposiums are required to send an Annual Report for each Fiscal Year, with an itemized account of income, expenses and net balance to the GCFP Treasurer and GCFP Investment Chair. Due date – June 15.
7. KEYSTONE GARDENER
- a. Complimentary copies of the *Keystone Gardener* shall be sent to the NGC President, and the CAR Director. The Directory issue only, will be sent to State Presidents in the NGC.
 - b. The GCFP will publish three issues of the *Keystone Gardener* per administration enhanced by four *Keystone Gardener Online* issues per administration.
 - c. The list of awards shall be published in the *Keystone Gardener* annually following the State Convention.
 - d. The Board of Directors roster shall only be published in the Directory issue in the odd numbered year and the revisions to the roster will be published quarterly, and on the Website.

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8. WORKSHOPS

- a. Environmental Workshops, Operation Wildflower Workshops or any other GCFP sponsored or co-sponsored workshops or conferences shall submit budgets of anticipated expenses to the appropriate GCFP Chair for approval before making final commitments to speakers, etc.
- b. All these workshops shall be granted funds in advance to cover cost of printing, publicity, etc., said funds to be returned promptly to the GCFP Treasurer from workshops receipts at the end of the workshop.
- c. In the event the GCFP shall select a co-sponsor of any of the above-mentioned workshops, and at the time such co-sponsor agrees to act as such, it shall also agree to share on an equal basis with the GCFP the loss, if any, incurred in the operation of such workshop.
- d. All monies in excess of expenses realized from any workshop or conference shall be returned to the GCFP Treasurer within six (6) weeks after the event.
- e. Fifty percent of the net balance shall be returned to the co-sponsor. Exceptions: Operation Wildflower Workshops and Workshops based on a grant from an outside source. (See f. & g.)
- f. All monies in excess of expenses realized from Operation Wildflower Workshops are to be divided as follows: 50% to the sponsoring groups and 50% to the GCFP.
- g. In the event the GCFP shall sponsor any workshop based on a grant from an outside source, the following guidelines shall apply:
 1. All requirements of the grantor shall be presented to the Executive Committee before approval is given to apply for a grant.
 2. Copies of all materials required by the grantor and submitted in order to qualify for a grant shall be sent to the State President.
 3. It is customary for a grant to be paid directly to the GCFP after which it shall for forwarded to the Treasurer of the event.
 4. A complete financial accounting of the program shall be forwarded to the GCFP Treasurer along with any remaining funds within six (6) weeks after the workshop
 5. Any remaining funds are to be used for other projects of the same intent and purpose within the GCFP, subject to the requirements of the grantor.

NOTE: It is very important that these financial rules be followed in order for our audit to show proof of our funds being used for educational purposes so as not to jeopardize our Federal and State tax exemptions.

Revised June 28,2021