

STANDING RULES



**National Garden Clubs, Inc.
4401 Magnolia Avenue
St. Louis, Missouri 63110-3492**

Revised May 2021

TABLE OF CONTENTS

STANDING RULES OF NGC.....	3
AFFILIATES.....	3
AWARDS (NGC).....	3
BLUE STAR MEMORIAL MARKERS.....	6
BOARD OF DIRECTORS.....	6
EMBLEM.....	8
ENDORSEMENT.....	8
ENVIRONMENTAL SCHOOL.....	8
FINANCE.....	8
FLOWER SHOW SCHOOLS, SYMPOSIUMS AND JUDGES.....	10
FORMER PRESIDENTS.....	11
FUNDS AND INVESTMENTS.....	11
GARDENING SCHOOLS.....	13
HEADQUARTERS -- EXECUTIVE DIRECTOR.....	14
KEEPING IN TOUCH.....	15
LANDSCAPE DESIGN SCHOOLS.....	15
MEETINGS AND NGC-SPONSORED EVENTS	16
Conventions, Fall Board, Executive Committee Meetings	20
NGC SPONSORED EVENT.....	20
MEMBER SERVICES	20
MEMORIALS	21
NGC PRESIDENT, REGION DIRECTORS, HOSPITALITY	21
NOMINATING COMMITTEE	21
PERMANENT HOME AND ENDOWMENT TRUSTEES	22
PUBLICATIONS	24
NATIONAL CHAIRMEN, STATE PRESIDENTS,	25
RECORDING SECRETARY.....	25
RESOLUTIONS	25
SCHOLARSHIP COMMITTEE	26
SPONSORSHIP COMMITTEE.....	27
SEAL	28
THE NATIONAL GARDENER	28
WEBSITE	29
WRITING STYLE GUIDE.....	31

CHECK RELATED CATEGORIES UNDER BYLAWS

STANDING RULES OF NGC

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

AFFILIATES

1. National Affiliate clubs or organizations of NGC shall pay dues of \$30.00, and International Affiliate clubs or organizations of NGC shall pay dues of \$35.00 that shall accompany the membership application. Thereafter dues of the like amount shall be paid annually to NGC Headquarters for the fiscal year June 1 to May 31. An individual group or organization may pay dues for an affiliate.
2. Certificates are available annually for National and International Affiliates.
 - a. National Affiliates: May be awarded for an outstanding horticultural exhibit at a show held in conjunction with an annual meeting of the organization. The Affiliate should apply by sending copy of the schedule to the NGC National Affiliates Chairman three months prior to the presentation of the award.
 - b. International Affiliates: A certificate may be awarded for the most outstanding exhibit in a Standard Flower or Home and Garden Show sponsored by an International Affiliate, or may be used in recognition of other gardening endeavors if such use has been approved by the Affiliate Board and NGC International Affiliates Chairman. Request should be sent as far in advance as possible to the International Affiliates Chairman or to the National Garden Clubs, Inc., 4401 Magnolia Avenue, St. Louis, Missouri 63110, U.S.A.
3. Certificates may be given to members of International Affiliates in recognition of attendance at NGC Flower Show Schools or symposiums.

AWARDS (NGC)

1. State Garden Clubs and Affiliate Member Organizations failing to remit NGC dues by October 31 shall be excluded from all NGC Awards.
2. Awards and awards rules shall be published on the NGC website.

3.
 - a. NGC Awards shall be presented if merited, with no limitation on the number won by any State in the award year.
 - b. NGC Awards and Special Awards shall be based on the January 1 - December 31 calendar year.
 - c. The NGC Chairman may secure any NGC Chairman to judge Award applications relating to that NGC Chairman's Committee.
 - d. All presentation of NGC Awards come under the responsibility of the NGC Awards Chairman as directed by the NGC President.
 - e. Proposed awards and/or award changes shall be presented to the Awards Committee for review, refinement and recommendation to the Executive Committee and to the Board of Directors for approval; and, if adopted, published in *The National Gardener*.
 - f. NGC Awards shall have the same deadline; same award rules and are handled by the NGC Awards Chairman. Exceptions shall be submitted by the NGC Awards Chairman to the incoming Executive Committee for approval prior to the Post-Convention Board of Directors' Meeting. Special Awards shall be listed in the Fall issue of *The National Gardener* in the odd-numbered year and the donor acknowledged.
4. Award of Excellence:
 - a. Applications with supporting evidence shall be sent to the NGC Award of Excellence Chairman, a Vice-President, designated by the President; who, with a committee from the Executive Committee, shall select the NGC Award of Excellence winners for approval at the Winter Executive Committee Meeting.
 - b. All Awards of Excellence are presented at the NGC Convention.
 - c. #23 Award of Excellence for Non-Members is NGC's highest award presented to a non-member of NGC and sponsored by a State Garden Club.
 - 1) A maximum of three NGC Awards of Excellence for Non-Members may be awarded per year.
 - 2) The recipients must accept the award in person, except as excused by the Executive Committee.
 - 3) State Garden Club may sponsor one applicant per year.

- d. #24 Award of Excellence by State Garden Clubs is presented to a State Garden Club for an outstanding project.
 - 1) A maximum of four NGC Awards of Excellence may be awarded per year.
 - 2) A monetary award of \$500 will be given to the winner from each membership division.
 - 3) Presidents of the State Garden Clubs whose applicant receives the Award of Excellence at the NGC Convention shall be recognized at the time of presentation.
- e. #25 Award of Excellence for Regions is presented in the odd-numbered year for distinguished coordinated activity within the Region.
 - 1) One may be awarded per administration.
 - 2) Monetary award of \$500 will be given to the winner.
- 5. The NGC Awards Chairman shall request the donor to send check to the Awards Chairman, payable to NGC by July 1. Donors shall be apprised of the name and address of the winner. A NGC check and the name and address of the donor shall be attached to the NGC Certificate presented at the NGC Convention.
- 6. The NGC Awards Chairman shall notify donors of medals, etc., with the name of the winner and with a brief description of the winner's specific project. The Chairman shall authorize the Executive Director to order the medals and the donor shall reimburse NGC for the cost. Any change shall be agreeable to the donor, the NGC President and the NGC Awards Chairman.
- 7. Large silver trophies shall remain at Headquarters. A small tray engraved with the title of the award shall be presented to the winning State Garden Club or member garden club.
- 8. Each participating club may receive a rosette for Flower Show Awards number 17, 21, 22, 35, and 57.
- 9. Meritorious Certificates, such as Therapy, Radio-TV and others of that nature may be presented at the Convention of the Region.
- 10. Woodsy Owl and Smokey Bear Poster Awards may be presented at the NGC Convention.
- 11. Certificates shall be given to members who have served on the NGC Board of Directors for 25 years, not necessary to be concurrent.

BLUE STAR MEMORIAL MARKERS

The Blue Star Memorial Marker of NGC honors men and women who are serving or have served in the U.S. Armed Forces.

1. Blue Star Memorial Highway Markers are permitted in roadside parks and other sites agreeable to and in cooperation with State Highway Departments, and the Federal Bureau of Public Roads, and the American Association of State Highway Officials.
2. Blue Star Memorial Markers are permitted on the grounds of National Cemeteries, Veterans Administration Medical Centers and any other appropriate civic location. The civic location request must be reviewed, and approved, by the NGC Blue Star Memorial Chairman.
3. Blue Star By-Way Memorial Markers are smaller than the other Markers and are erected on secondary roads or areas needing beautification.
4. NGC expanded the Blue Star Memorial Markers Program to allow Gold Star families under the direction of the NGC Blue Star Memorial Markers Program to sponsor, fund and place Markers bearing a Gold Star; the word "Blue" will be changed to "Gold" where applicable; and the tribute wording will read: *A tribute to Gold Star families who have lost a loved one defending the United States of America.*

BOARD OF DIRECTORS

1. No officer or committee chairman may receive remuneration for services rendered in connection with the NGC chairmanship in which they serve. Reimbursement for expenses up to the amount in the adopted budget may be submitted.
2. No member of the Board of Directors or the Headquarters staff shall consult the NGC attorney without prior approval of the President or the Executive Committee.
3. No paid employee of NGC shall be a member of the Board of Directors.
4. Motions shall be in writing and presented to the President, Recording Secretary and Parliamentarian.
5. A chairman should be consulted and be present, if possible, when any changes in that chairmanship are being proposed and shall be permitted to present any ideas to the Executive Committee in person.

6. The Youth Activities Committee shall be notified before contests, promotions and similar activities involving youth are initiated.
7. Members of the Board of Directors shall receive a copy of the minutes following the Fall Board Meeting and the NGC Convention. Minutes of meetings shall be distributed by Headquarters by electronic device. Hard copy available from Headquarters by request only.
8. Written information distributed by any member of the Board of Directors of NGC must be signed and dated. All E-mails with information sent by members of the Board of Directors must have NGC in the subject line.
9. Members of the Board of Directors are required to attend all meetings of the Board of Directors and NGC Conventions and shall notify the President of any unavoidable absence.
10. Directors of NGC designated geographic regions shall be elected by the governing board of their State Garden Club in session during the even-numbered year prior to assuming office and be presented to the NGC Convention in the odd-numbered year according to the following state rotation effective with the 2019 administration.

NEW ENGLAND REGION

Maine, Massachusetts, New Hampshire, Connecticut, Rhode Island, Vermont

CENTRAL ATLANTIC REGION

Pennsylvania, Maryland, Ohio, New York, New Jersey, National Capital Area, Delaware

SOUTH ATLANTIC REGION

West Virginia, Virginia, Kentucky, South Carolina, North Carolina

DEEP SOUTH REGION

Louisiana, Georgia, Florida, Mississippi, Tennessee, Alabama

CENTRAL REGION

Indiana, Missouri, Michigan, Illinois, Wisconsin, Minnesota, Iowa

SOUTH CENTRAL REGION

Oklahoma, Arkansas, Texas, New Mexico

ROCKY MOUNTAIN REGION

Utah, Colorado, Nebraska, Wyoming, North Dakota, South Dakota, Montana, Kansas

PACIFIC REGION

California, Hawaii, Washington, Idaho, Alaska, Arizona, Nevada, Oregon

ELECTRONIC MEETINGS

There are three procedural types of electronic meetings.

1. Electronic Meetings using Full-Featured Internet Service.

2. Electronic Meetings using Teleconference with Internet Voting and Document Sharing.
 3. Electronic Meetings using Telephone Meeting without Internet Support.
- Guidelines are located in an addendum.

EMBLEM

Original copy of official communications shall be on NGC stationery which bears the official emblem.

ENDORSEMENT

NGC shall be extremely cautious about endorsing any product.

ENVIRONMENTAL SCHOOL

1. The current edition of the *Environmental School Handbook* is the authority and is available from Member Services. The concept for a new School Handbook must be approved by the Executive Committee.
2. The fee for Environmental School Courses is \$5.00 per course for those taking the course for credit.

FINANCE

1. Recommendations involving expenditure of NGC funds **MUST** be sent to the Finance Chairman at least 15 days prior to the meeting of that Committee.
2. Bids involving business contracts shall be secured by the Executive Director.
3. The Director of PH&E Trustees shall submit contracts to the Executive Committee for approval with the exception of routine maintenance contracts which are signed by the Executive Director.

4. Contracts involving income and expenditures shall be duplicated and copies supplied to members of the PH&E Trustees and to the Finance Committee, if requested.
5. The Treasurer and the Accountant shall reconcile the accounts prior to releasing any financial statement.
6. Members of the Board of Directors shall receive a copy of the year-end financial report fifteen (15) days prior to the Fall Board Meeting. The report shall be distributed by Headquarters by electronic device. Hard copy available from Headquarters by request only.
7.
 - a. The auditor's report shall be furnished to members of the Executive Committee, Finance Committee and Permanent Home and Endowment Trustees.
 - b. A copy of the Audit shall be made available by electronic device or postal mail to any NGC member upon written request and receipt of the cost of reproduction and mailing.
8. The proposed Annual Budget is presented for approval at the Winter Executive Committee Meeting after being approved by the Finance Committee. The Finance Committee and the Executive Committee must approve any subsequent amendments to the budget after the Winter Executive Committee Meeting. The Board of Directors approves the budget at the Pre-Convention Board Meeting with adoption by the NGC Convention delegates.
 - a. The budget of the Scholarship Chairman shall be charged to the Scholarship Fund.
 - b. The Finance Committee shall determine annually the number and amount of scholarships to be awarded.
 - c. The budget of the Calendar Chairman and Committee shall be charged to Member Services.
9. The income from the sale of duplicate books in the Private Library which are to be sold at a discount shall be allocated to the Permanent Home and Endowment Fund.
10. Salary adjustments for Headquarters staff will be approved by the Finance Committee prior to the Fall Board Executive Committee Meeting and submitted to the PH&E Trustees and to the Executive Committee for information only. The adjustments will become effective the following January 1st. Adjustments for added responsibilities may be considered at any time.
11. NGC funds are to be reserved to meet the yearly expenses and budget and are not to be used for donations to other organizations.

12. NGC Projects

- a. Project Chairmen shall present to the Finance Committee: a budget for approval, a yearly financial report and a final financial report at the completion of the project. Exceptions shall have the recommendation of the Finance Committee, the Executive Committee and the approval of the Board of Directors.
- b. All donations to NGC Projects, including one-time special projects, shall be sent by the donor to NGC Headquarters, not to the Committee. Funds donated to Natural Disasters USA, and World Gardening may be restricted by the donor for specific causes.
- c. NGC Headquarters shall send a list of donations to the appropriate chairman monthly or more often if requested by the chairman.
- d. For one-time special projects, an accounting and recognitions shall be given to State Garden Clubs. Upon completion of this NGC project, any funds remaining in the project may be reallocated subject to approval by the NGC Board of Directors.
- e. The Chairman of any project, whose recipient of funds may vary per administration, will report to the Executive Committee at least once each year with recommendations as to the disbursement of funds, to be approved or ratified by the Board of Directors.

FLOWER SHOW SCHOOLS, SYMPOSIUMS AND JUDGES

1. The current editions of the *Handbook for Flower Shows* (2017), *The Flower Show Schools Manual* and *The Instructors Manual* are the authorities for Standard Flower Shows, exhibitors, top awards, Flower Show Schools, Symposiums, FSS Instructors and Judges and are available from Member Services. The concept for a new School Handbook must be approved by the Executive Committee.
2. Changes of Flower Show School policies and procedures, recommended by the FSS Committee to the Executive Committee and approved by the Board of Directors, shall become effective July 1 annually. Changes are published on the NGC Website.
3. The host of the Flower Show Schools Instructors' Symposium may, upon written request to the Treasurer, addressed to Headquarters, secure an advance of \$3,000 from the Flower Show Instructor's Fund. This advance is available one year prior to the symposium and shall be returned as soon as registrations permit.
4. The fee for Flower Show School, Symposium, and Handbook Exam to become an Accredited Judge is \$5.00 per course/Handbook Exam.

5. Flower Show Judges' and Master Judges' pins are available from Member Services.

FORMER PRESIDENTS

1. NGC honors each outgoing President by placing the name on the President's Plaque in Kellogg Hall at Headquarters.
2. The outgoing President shall be presented a former President's Pin at the expiration of each administration as a gift from NGC.
3. An NGC Citation will be presented to the outgoing President on Awards Night or at an agreed time during the NGC Convention.

FUNDS AND INVESTMENTS

1. Surplus funds from NGC Conventions and the Fall Board Meetings in the even-numbered years shall be placed in the NGC Endowment Fund.
 2. A complete financial report for all grants or funds from industry or corporations for promotion of NGC programs shall be directed to the Treasurer with substantiating vouchers and to the President annually by the NGC Chairman. The NGC Chairman shall present a financial report to the donor annually and more frequently, if requested.
 3. So that duplicate requests or grants can be avoided, any NGC Chairman must request permission from the President to solicit a grant from a major corporation, along with a proposal for use of the grant which shall include a budget. The President may refer this request to the appropriate committee(s) for review.
 4. It is the responsibility of the Finance Committee and Permanent Home and Endowment Trustees to establish guidelines for the investment of four restricted and endowment funds known as the Permanent Home and Endowment Fund, the Scholarship Fund, the NGC Endowment Fund and the Operation Wildflower Fund.
- 1) The Permanent Home and Endowment Fund: A percentage, not to exceed five percent of the value averaged over the past three years as determined by the Finance Committee and the Permanent Home and Endowment Trustees, of cash and investments of this fund as of May 31 shall be available for use during succeeding years for:
 - (a) investment fees and audit fees of this fund;
 - (b) transfers to the General Fund for routine expenses of Headquarters such as utilities, insurance, salaries and expenses of operating the office of NGC;

- (c) transfers to the General Fund for general maintenance;
- (d) land, buildings, improvements, furnishings, equipment, and collections.

2) The Scholarship Fund: A percentage not to exceed five percent of the value averaged over the past three years as determined by the Finance Committee, of cash and investments of this fund as of May 31 shall be available for use during succeeding years for:

- (a) scholarships;
- (b) investment fees and audit fees of this fund;
- (c) payroll expenses associated with scholarships;
- (d) expenses incurred by the Scholarship Chairman;
- (e) transfers to the General Fund for one-half of the NGC Life Membership Committee expense.

3) NGC Operation Wildflower Fund: A percentage not to exceed five percent of the value averaged over the past three years as determined by the Finance Committee, of unrestricted cash and investments of this fund as of May 31 shall be available for use during succeeding years for:

- (a) Promotion of the objects and purposes of the organization;
- (b) Transfers to the Scholarship Fund by a majority vote of the Finance Committee;
- (c) Investment fees and audit fees of this fund.

4) NGC Endowment Fund: A percentage not to exceed five percent of the value averaged over the past three years as determined by the Finance Committee, of unrestricted cash and investments of this fund as of May 31 shall be available for use during succeeding years for:

- (a) investment fees and audit fees of this fund;
- (b) transfers to the General Fund for operating expenses;
- (c) loans to NGC Conventions and Fall Board Meetings and expenses in excess of revenues for NGC Conventions and from Fall Board Meetings.

- (d) Transfers to the Scholarship Fund by a majority vote of the Finance Committee; investment fees and audit fees of this fund.

These restricted and endowment funds are permanent funds established for the benefit, in perpetuity, of designated purposes. The management objective of these funds is to preserve the corpus or principal of such funds and to enhance the real (inflation adjusted) purchasing power of such funds while providing a relatively predictable, stable and constant stream of dividends, interest and appreciation to meet spending needs.

The Investment Managers are responsible for optimizing the return of these assets. Investment Managers are to have complete investment discretion provided always that assets in each fund are invested with a high standard of care, skill, prudence and diligence. Decisions as to the selection of individual securities are left to the broad discretion of the Investment Managers subject to the provisions of this statement and a high standard of

fiduciary prudence. Investments shall be diversified with respect to type, industry, and issues in order to minimize risk exposure. Investments are to be made primarily in well-established quality companies whose securities enjoy marketability adequate for the portfolio.

Investment Managers are responsible for frequent and open communication with the Finance Committee and Permanent Home and Endowment Trustees in all significant matters pertaining to assets managed.

The Finance Committee and Permanent Home and Endowment Trustees are to meet with the Investment Managers at least yearly. The frequency of meetings is to be determined in part by the performance evaluation of the Investment Managers. Investment Managers' performance is to be compared regularly with adherence to management goals and performance in regard to market indices by the Finance Committee. Portfolios will be reviewed by the Finance Committee and Permanent Home and Endowment Trustees on a quarterly basis and results will be evaluated at least once a year.

6. The investment portfolio of each fund may be invested up to 60% in equities.

GARDENING SCHOOLS

1. The current edition of the *Gardening Schools Handbook* is available from Member Services. The concept for a new School Handbook must be approved by the Executive Committee.
2. Gardening Consultant pins are available from Member Services.
3. The fee for Gardening Schools is \$5.00 per course for those taking the course for credit.

GOLDEN CIRCLE

A commendation for 25 years or more of active service on NGC Board of Directors. The names

of members are to be inscribed on an Honor Roll to be kept at NGC Headquarters and titled Golden Circle Members. Eligible members must submit application available on the NGC website. Golden Circle Members are not members of the Board of Directors unless they continue to serve as a Board member in another capacity.

HEADQUARTERS -- EXECUTIVE DIRECTOR

1. The NGC Headquarters shall not be open on Saturdays and Sundays unless authorized by the NGC President or the Permanent Home and Endowment Trustees Director.
2. NGC shall not release its membership roster, unless approved by the Executive Committee and the Board of Directors.
3. The *Headquarters Manual* shall be the authorized procedure for the operations of NGC Headquarters, except as otherwise provided in the Bylaws and Standing Rules.
4. The "1983 National Garden Club Headquarters Gift List" will be a permanent issue, and a list of gift additions will be printed at the close of each administration. This list will be available to any Board member upon request.
5. The Executive Director shall attend meetings of the PH&E Trustees, the Finance Committee, the Board of Directors and the Executive Committee, including NGC Conventions, at the request of the President.
6. The official copies of the minutes signed by the NGC Recording Secretary and the NGC President are on file at Headquarters.
7. All correspondence shall be sent electronically.
8. Minutes of Meetings shall be distributed by Headquarters by electronic device as follows:

PH&E TRUSTEES:

Trustees and ex-officio members, the Parliamentarian and the Executive Director.

FINANCE:

Committee and ex-officio Committee Members, the Parliamentarian and the Executive Director.

EXECUTIVE COMMITTEE:

Committee members and the Executive Director.

BOARD OF DIRECTORS:

Members of the Board of Directors and the Executive Director.

CONVENTION:

Members of the Board of Directors, and the Executive Director.

ORGANIZATION STUDY:

Committee and ex-officio members, the Parliamentarian and the Executive Director.

Hard copy available from Headquarters by request only.

9. No official records shall be taken from Headquarters without written consent of the NGC President, and when only one copy exists, a copy shall be made and given to the individual. One copy of printed material shall always be in the files at Headquarters and only duplications are to be removed.
10. The Executive Director shall notify the Publications Chairman and Finance Chairman when NGC publications are in short supply.
11. The Editor of *The National Gardener* shall receive notification of Minutes availability, Convention information, Bylaw, Standing Rules and Award changes and refer members to the website for additional details.
12. Free material requested from Headquarters shall be accompanied by a self-addressed, stamped # 10 envelope.

KEEPING IN TOUCH

1. Keeping in Touch is an NGC digital publication employed as a communication tool with Region directors and State Garden club Presidents. The frequency of publication is at the discretion of the NGC President.
2. The Liaison to Region Directors and State Garden club Presidents shall serve as the editor.

LANDSCAPE DESIGN SCHOOLS

1. The current edition of the *Landscape Design, Operations Guide* is the authority and is available from Member Services. The concept for a new School Handbook must be approved by the Executive Committee.

2. Landscape Design Consultants pins are available from Member Services.
3. The fee for Landscape Design Schools is \$5.00 per course for those taking the course for credit.

MEETINGS AND NGC-SPONSORED EVENTS

Conventions, Fall Board Meetings, Executive Committee Meetings

1. *NGC Convention Procedure Manual*, *NGC Fall Board Meeting Procedure Manual*, and *Procedures for the Planning and Executing of the Winter Executive Committee Meeting* shall serve as guides and be available upon request or downloaded from the NGC website.
2. The **CALL** to the NGC Convention shall be published in the Winter issue of *The National Gardener* and is **THE OFFICIAL CALL TO THE NGC CONVENTION**.
3. A NGC Chairman who wishes reimbursement for expenses in connection with NGC Convention activities must have approval of the Convention Chairman at least two months prior to the NGC Convention.
4. An International Affiliate member who is a featured speaker at the NGC Convention is provided room and meals for one night and two days. This expense is a part of the NGC Convention budget.
5. There shall be no parties/functions for candidates for NGC Office at Conventions or Fall Board Meetings.
6. NGC Convention Chairman and Vice-Chairmen
 - a. The NGC Convention Chairman and Vice-Chairmen, no more than two, are ratified by the Board of Directors two years prior to the year of the NGC Convention they chair. A State Garden Club should determine its NGC Convention Chairman and Vice-Chairmen at least four years prior to hosting the NGC Convention.
 - b. The Chairman and Vice-Chairmen shall be listed as members of the Board of Directors following ratification by the Board.
 - c. The NGC Convention Chairman shall present a preliminary report of the NGC Convention at the Fall Board Meeting that follows immediately after that NGC

Convention. A final Convention report shall be presented at the Board of Directors' Meeting at the next NGC Convention.

- d. Following the final Convention report, the names of the NGC Convention Chairman and the Vice-Chairmen shall be deleted from the roster and will no longer be members of the Board of Directors in that capacity.
7. NGC Fall Board Meeting Chairman and Vice-Chairman
 - a. The Fall Board Meeting Chairman and Vice-Chairman are ratified by the Board of Directors two years prior to the meeting they chair.
 - b. The Fall Board Meeting Chairman and Vice-Chairman shall be listed as members of the Board of Directors following ratification by the Board.
 - c. There may be two Vice-Chairmen for the Fall Board Meeting in the odd-numbered years which are held in St. Louis and hosted by a District or another garden club entity.
 - d. The Fall Board Meeting Chairman shall present a final report at the Board of Directors meeting of the next NGC Convention.
 - e. The names of the Fall Board Meeting Chairman and Vice-Chairman (Vice-Chairmen) will be deleted from the roster following that meeting and will no longer serve as members of the Board of Directors in that capacity.
 8. A NGC Convention deficit shall be paid as follows: the host State Garden Club shall be responsible for any amount up to one \$1,000. The remaining amount shall be the responsibility of the NGC Endowment Fund.
 9. A NGC Fall Board Meeting deficit shall be paid as follows: the host State Garden Club shall be responsible for any amount up to \$500. The remaining amount shall be the responsibility of the NGC Endowment Fund.
 10. All financial activity for NGC Conventions, Fall Board Meetings, Winter Executive Committee Meetings will be included in NGC's year-end financial statements, audit and Federal 990 tax return. A separate audit or review of these meetings is not required.
 11. NGC Conventions, Fall Board Meetings and Winter Executive Committee Meetings will use a checking account established by the NGC accountant, St. Louis, MO. with the NGC Federal Tax ID Number. Financial operations will be managed by NGC headquarters.
 12. Contracts for NGC meetings shall be signed either by the NGC Vice-President who will be NGC President at the time of the meeting, or by a person authorized to sign the contract in

a corporate resolution issued by the NGC President. The resolution should be only for a specific event.

13. A budget for the meeting shall be submitted to the Finance Committee, the Executive Committee and the Board of Directors for approval at their regularly scheduled meetings preceding the event. for approval at its meeting preceding the event.
14. A preliminary convention financial report should be presented to the Board of Directors at the Fall Board meeting following the convention. The final convention financial report is due to NGC Headquarters and the Finance Committee Chairman by the Finance Committee Meeting of the following NGC Convention. The final Fall Board Meeting financial report is due to NGC Headquarters and the Finance Committee Chairman by the next Finance Committee meeting after the Fall Board Meeting.
 - a. Supporting bills/invoices and receipts for all checks should be sent to NGC Headquarters by either hard copy or electronic scan.
 - b. After receipt, review and acceptance of the final financial report by the NGC Finance Committee, excess funds will be distributed by NGC Headquarters as follows: 50% to the host state and 50% to NGC Endowment Fund.
 - c. One recognition for the 50% balance will be given at Headquarters to the State Garden Club hosting the NGC Convention and State Garden Club hosting the Fall Board Meeting in even-numbered years or in the election year if not held in St. Louis.
 - d. The amount of the 50% balance will determine the category of recognition.

\$2,500 or more	12" x 18" Name Plate STEWARDS OF TOMORROW , Terrace Wall
\$1,000 to \$2,499	5 1/2" x 18" Name Plate STEWARDS OF TOMORROW , Brick Column
\$ 100 to \$ 999	Name of State Garden Club inscribed in THE ROLL OF HONOR BOOK
15. Any excess over expenses from the Fall Board Meeting in the odd-numbered years, if held in St. Louis shall be distributed as follows: 75% to the NGC Endowment Fund and 25% to the garden club entity hosting the meeting in St. Louis. The name of the Fall Board Meeting Chairman in the odd-numbered years, if held in St. Louis, shall be entered in THE ROLL OF HONOR BOOK at Headquarters.
16. The NGC President shall notify the State Garden Club hosting the NGC Convention and the Fall Board Meeting in the election year if not held in St. Louis, how its State Garden Club can be recognized at the Headquarters.

17. The following items should be sent to NGC Headquarters: NGC Convention/Fall Board Meeting Report form, final financial report, bills and receipts.
18. At the NGC Convention, the State Garden Club President serving with the current NGC President, if attending the meeting, gives the State Garden Club President's report and accepts the awards for that State at the Awards Banquet. Each State Garden Club President is entitled to represent that State Garden Club at two consecutive NGC Conventions. Exception: The Hawaii Federation of Garden Clubs may alternate the office of State President between the islands of Maui and Oahu in one administration.
19. When a State Garden Club's election occurs following the NGC Convention, the nominee for President should attend the Presidents' Breakfast with the incumbent.
20. The Winter Executive Committee Meetings may be held at Headquarters or at a time and place determined by the President.
21. Invitations to host a NGC Convention or the Fall Board Meeting in the even-numbered year, and in the election year if hosted by a State Garden Club rather than in St. Louis, having been approved by the governing board of a State Garden Club, shall be submitted to the Convention Coordinator at least four years prior to that NGC Convention.
22. Invitations to host NGC Conventions, Fall Board Meetings, and Winter Executive Committee Meetings shall be limited to State Garden Clubs.
23. A State Garden Club or other garden club entity may host a Fall Board Meeting in St. Louis.
24. The Fall Board Meeting shall be held no earlier than the third week in September and no later than the second week in October.
25. There shall be no Affiliate or State Garden Club events included in the NGC schedule from the beginning of the BOD meeting until the end of the Convention or Fall Board Meeting.

NGC SPONSORED EVENTS

1. All financial activity for NGC-sponsored events will be included in NGC's year-end financial statements, audit and Federal 990 tax return. A separate audit or review of these meetings is not required.

2. NGC-sponsored events will use a checking account established by the NGC accountant, St. Louis, MO. with NGC's Federal Tax ID number. Financial operations will be managed by NGC headquarters.
3. Contracts for NGC meetings shall be signed either by the NGC President or by a person authorized to sign the contract in a corporate resolution issued by the NGC President. The resolution should be only for a specific event.
4. A budget for the meeting shall be submitted to the Finance Committee by the Chairman for approval at its regularly scheduled meetings preceding the event.
5.
 - a. The final financial report is due by the next Finance Committee Meeting after the meeting or NGC-sponsored event to Headquarters and the Finance Committee Chairman.
 - b. Supporting bills/invoices and receipts for all checks should be sent to NGC Headquarters by either hard copy or electronic scan.
 - c. After receipt, review and acceptance of the financial documentation and final report of the event, the NGC Accounting Staff will notify the Event Chairman that excess funds can be distributed to the host or recipient as have been prearranged.

MEMBER SERVICES

1. Items for sale by Member Services are listed on the NGC website.
2. Member Services shall provide current and future FSS Handbooks, printed and digital; all NGC publications, flower show award ribbons, rosettes, seals, convention ribbons, badges, and other items as approved.
3. Calendars remaining in inventory each year shall be written off on December 31.
4. The Finance Committee shall set and/or reduce prices of items available through Member Services.

MEMORIALS

Memorial donations may be sent to NGC Headquarters and the name of the person memorialized entered in the Book of Remembrance. Memorial donations will be placed in the Permanent Home unless otherwise designated by the donor.

NGC PRESIDENT, REGION DIRECTORS, HOSPITALITY

1. a. NGC budgets for transportation costs for the NGC President. Hospitality is required only when the President is invited to attend Region or State Garden Club Meetings.

b. When other NGC Officers or Chairmen are invited to appear on Region or State Garden Club programs, transportation expenses and hospitality should be offered at the time the invitation is issued.
2. At the close of the fiscal year in odd-numbered years, the balance of unexpended funds for the NGC President shall be placed in the budget for the following year, under the allocation "NGC President's Expenses for Prior Year".

NOMINATING COMMITTEE

1. STATE ROTATION – effective 2019
NEW ENGLAND REGION
Connecticut , New Hampshire, Massachusetts, Rhode Island, Maine, Vermont
CENTRAL ATLANTIC REGION
Pennsylvania, Delaware, New York, Ohio, Maryland, New Jersey, National Capital Area
SOUTH ATLANTIC REGION
North Carolina, Kentucky, South Carolina, West Virginia, Virginia
DEEP SOUTH REGION
Louisiana, Mississippi, Tennessee, Alabama, Florida, Georgia
CENTRAL REGION
Indiana, Minnesota, Wisconsin, Iowa, Illinois, Michigan, Missouri
SOUTH CENTRAL REGION
Texas, Arkansas, New Mexico, Oklahoma
ROCKY MOUNTAIN REGION
Utah, North Dakota, Wyoming, Montana, Colorado, Nebraska, South Dakota, Kansas
PACIFIC REGION
Alaska, Oregon, Arizona, Hawaii, California, Idaho, Washington, Nevada
2. Names of the Member and the Alternate Member from each Region shall be elected by the governing board of the state garden club and sent to the Nominating Committee Vice-Chairman, President-Elect and the Administrative Assistant no later than 12 weeks prior to the NGC Convention in the odd-numbered year prior to service.
3. In the election of the Nominating Committee Chairman, consideration shall be given to a region other than that of the retiring Chairman.

4. A member who fails to attend any meeting, unless excused by the Nominating Committee Chairman and the NGC President due to an unavoidable absence, will be considered as having resigned from the Committee and will be replaced automatically by the alternate. A member who fails to attend any two meetings shall be replaced automatically by the alternate.
5. A candidate must have the official endorsement of the State Garden Club governing body, signed and dated by the State President. The Official Endorsement Form, designating the name of the governing body and the date of the endorsing action, shall be sent directly to the NGC Nominating Committee Chairman. A one-page Resume Form of the candidate's related qualifications and experience shall be sent by the candidate to the NGC Nominating Committee Chairman. A maximum of three one-page letters of recommendation, requested by the candidate, shall be sent directly to the NGC Nominating Committee Chairman. Upon receipt of this material, the Nominating Committee Chairman shall send copies to the members of the Committee for the study of the candidate's qualifications. A recent photograph of the candidate shall be included.
6. The Nominating Committee Chairman shall present the names of the endorsed candidates at the Pre-Convention Board of Directors Meeting in the even-numbered years.
7. Candidates for NGC Office shall be notified by the Committee of its decision on the day of its deliberation.
8. The slate of the Nominating Committee shall be completed and announced at the Fall Board Meeting in even-numbered years.

PERMANENT HOME AND ENDOWMENT TRUSTEES

1. A gift, except money and securities, for the Permanent Home requires the approval of the PH&E Trustees before acceptance.
2. Funds contributed for any piece of furniture will be credited to the donor's State Garden Club. Appropriate markers are used when feasible.
3. Securities (stocks and bonds) are most acceptable gifts. Gift payments may be made in installments, but no credit is given until final payment.
4. Unless otherwise specified by the donor, bequests to NGC will be listed as miscellaneous contributions rather than being credited to any one State Garden Club.
5. Permanent Home contributions of \$50 or more will be acknowledged by a Certificate, suitable for framing, with name of honoree and donor. The donor may request Headquarters to send the Certificate to the donor or to the honoree.

6. A card acknowledging any memorial gift carries the name of the person honored and donor and is sent from Headquarters to the family. A receipt is sent to the donor.
7. **STEWARDS OF TOMORROW:**
 - a. A contribution of \$5,000 or more is recognized by an individual nameplate 12" x 18"
 - b. A contribution of \$2,000 (or contribution of \$2,000 to \$4,999) is recognized by an individual nameplate 5 1/2" x 18" applied on the adjoining brick columns.
8. **HONOR BOOKS**

The Honor Books provide a means of honoring anyone or a means of providing a memorial to anyone. Names of honoree and donor will be inscribed in the relevant book. Listed as follows: the name of each Honor Book, first or second edition, the minimum amount of donation, the recording format, and the broad category for that Honor Book.

 - a. **THE BOOK OF APPRECIATION**, second edition, \$50.00, to honor anyone who has given support to NGC. (computer generated).
 - b. **THE BOOK OF CLUB PRESIDENTS**, second edition, \$100.00, to honor any club President. (computer generated).
 - c. **THE BOOK OF REMEMBRANCE**, second edition, \$100.00, to honor the memory of anyone. (computer generated).
 - d. **THE ROLL OF HONOR BOOK**, first and continued edition, \$200.00, in calligraphy to provide great honor to anyone.
9. Regular maintenance and routine repairs of Headquarters shall be charged to the Permanent Home and Endowment Fund; Buildings and Grounds Maintenance Account. Installation, replacement or improvement costs which increase the value of Headquarters property are capital expense.
10. Approval of Executive Committee must be secured for disbursements not covered by the budget in excess of \$5,000.00.

PUBLICATIONS

1. The policy for NGC Publications is as follows: Before proceeding with any new publication or update, the concept shall first be considered and if accepted, followed by submission for acceptance of the content and approved by the Executive Committee. The selling price shall be set by the Finance Committee before being presented to the Board of Directors for approval.
2. The Publications-Print Chairman shall review NGC publications prior to publication, except those for which the President appoints a special committee. The President shall inform the Publications-Print Chairman whenever a committee for specialized subjects is appointed.
3. Any books and/or material written for NGC become the property of NGC. All submissions for publication must be sent to NGC Publications-Print Chairman, Website Chairman, and Headquarters electronically in editable format. To copyright will be the decision of the NGC Executive Committee and would be in the name of NGC.
4. The following will be printed in each NGC publications: pamphlet, brochure, booklet or book. "All rights reserved. No part of this publication may be translated or reproduced in any form by any means without prior written permission of the publisher, National Garden Clubs, Inc, except for the Study Guides, brief quotes and in connection with reviews. For information to reproduce and/or translate sections from this publication, please write to: NGC Headquarters, 4401 Magnolia Ave., St. Louis, MO 63110."
5. Permission to reproduce and/or translate sections from any publication shall be addressed to the Publications-Print Chairman.
6. Reprint requests from the Publications-Print Committee shall include the following information from the previous printing; date of publication, number published, cost and sale price (if any) with recommendations for reprinting.
7. The President, Executive Director, Finance Committee and Publications-Print Chairman shall be authorized to obtain bids and reorder NGC Publications or reprints if it is in the best interest of the organization subject to the approval of the Executive Committee and ratification by the Board of Directors.
8. Only the author's name and date shall be printed on new and reprints of NGC publications.
9. State Garden Club Publications may utilize material from other State Garden Club Publications provided full credit is given to the source.

NATIONAL CHAIRMEN, STATE PRESIDENTS

1. It is strongly suggested that service on any NGC Committee in any capacity (except exofficio) be limited to no more than two Committees.
2. A NGC Director's pin shall be available in gold finish from Member Services. All prior and current members of the Board of Directors are eligible to purchase and wear that pin. A wreath on the pin denotes former or current Executive Committee members.
3. A Life Membership pin shall be available from Member Services.
4. NGC stationery shall be available for Chairmen and Officers in limited quantity from Headquarters. Amounts over limitations must be paid out of Chairman's budget.
5. Region Directors shall report at the NGC Convention at the discretion of the President.
6. At least three weeks prior to the Executive Committee Meetings, or by deadline designated in the "Call", recommendations must be sent to the NGC Corresponding Secretary with a copy to the President.
7. A copy of the **BYLAWS** and **STANDING RULES** shall be available on the NGC Website, Members section.

RECORDING SECRETARY

The first draft of the minutes is to be sent within 30 days by the Recording Secretary to the Minutes Review Committee who are to return corrections to the Recording Secretary within one week. Finalized minutes are to be distributed by the Recording Secretary within one week.

RESOLUTIONS

1. Any resolutions involving legislation must be in the hands of the NGC President and the Legislation Chairman 15 days before proposed presentation at the Executive Committee Meeting. The fifteen-day requirement may be waived by the NGC President under special circumstances.
2. If a resolution refers to a Bill which has been or will be introduced in Congress, one copy of the Bill shall be sent to the NGC President, and one copy to the NGC Legislation Chairman.
3. In case of an emergency, the NGC Legislation Chairman may take action, with the consent of the NGC President or First Vice-President if the President is not available.

SCHOLARSHIP COMMITTEE

1. The NGC Scholarship Chairman shall:
 - a. Compile the list of state scholarship chairmen and their contact information for inclusion in the NGC Scholarship Application.
 - b. Submit the updated NGC Scholarship Application to the NGC website.
 - c. Notify all state scholarship chairmen when the updated NGC Scholarship Application is ready for distribution.
 - d. State Garden 'Clubs with less than 8000 paid members will be allowed to submit 1 application to be considered annually for an NGC Scholarship; States with 8001-15,999 members will qualify for 2 Scholarships annually and states with a membership of 16,000, or more, qualify for up to 3 Scholarships annually. In January, the NGC Scholarship Chairman will notify Scholarship Chairmen of the states that are eligible to submit more than 1 application.
 - e. Submit a recommendation to the Executive Committee at the Fall Board Meeting in the even-numbered year that the name of the outgoing President be added to the list of names in the bylaws for whom scholarships are awarded.
 - f. Make recommendations to the Finance Committee when necessary in reference to the number and/or amount of NGC Scholarships.
2. The NGC Scholarship Committee shall:
 - a. Determine the eligibility requirements for applicants of the NGC Scholarships.
 - b. Choose the format and the information required on the NGC Scholarship Application.
 - c. Establish the procedure for judging the applications.
 - d. Judge the applications to determine the number of winners per scholarships available, as determined by the Finance and Budget Committees.
 - e. Make the application available on the NGC website in August each year.
 - f. Combine named scholarships to conform to the number of scholarships that will actually be funded/awarded.

- g. Shred all applications after the NGC Annual Convention. The original applications to be retained at headquarters.

SPONSORSHIP COMMITTEE

1. All leads regarding potential NGC, Inc. sponsors/partners (including those that are generated by the Sponsorship Committee) shall be directed to and managed by the Sponsorship Committee.
2. The President and Finance Chair each shall have the ability to decline any potential sponsor before analysis is conducted.
3. The Sponsorship Committee shall perform qualitative and quantitative analysis of the potential sponsor to determine if there is an intrinsic, mutually beneficial relationship between the parties. If such determination is made, contract to proceed shall be prepared and delivered to the Finance Committee.
4. The Finance Committee and the Print and Non-Print Communication Committee shall review and approve/decline the Sponsorship Committee's contract prior to entering any contractual commitment with the proposed Sponsor.
5. A contract shall be executed between NGC, Inc., and sponsor in accordance with current 501(c)(3) regulations. Copies of signed contracts shall be sent to the Print and Non-Print Communication Committee in order that the NGC promotion be implemented correctly and coordinates the scheduling for each method of NGC communication during the term of the contract. Copies of all contracts shall be stored at Headquarters.
6. The Sponsorship Committee Chair shall assign a relationship manager as liaison between the sponsor and NGC, Inc. The relationship manager shall be responsible for managing the qualitative relationship and monitoring quantitative goals against contractual obligations. The relationship manager will be responsible to send any write-ups and photos for posting by the Print and Non-Print Communication Committee, unless otherwise agreed upon.

SEAL

1. The NGC Seal is to be kept at Headquarters.
2. The NGC Seal shall be restricted to NGC use, and any unusual requests for use of the Seal shall be referred by the Executive Director to the NGC President.

THE NATIONAL GARDENER

1. All members may subscribe to the digital The National Gardener, free of charge, by using the subscription form on the website. Subscribers receive *The National Gardener* directly to their email addresses. Individual winners of the Award of Excellence will be provided subscription information. All subscribers may unsubscribe at any time. *The National Gardener* is also available for viewing on the NGC website without a subscription.
2. Digital copies of *The National Gardener* shall be kept on file at NGC Headquarters in St. Louis.
3. Annually the State Garden Club Presidents shall send a current list of Club Presidents and District Directors with contact information to NGC Headquarters.
4. Courtesy memorials or eulogies may be published for former NGC Presidents.
5. In odd-numbered years, the names of candidates for NGC office shall be published in the Winter issue of *The National Gardener*.
6. The **CALL** to the NGC Convention shall be published in the Winter issue of *The National Gardener* and is **THE OFFICIAL CALL TO THE NGC CONVENTION**.
7. Official notice of proposed amendments to the Bylaws shall be published in the Winter issue of *The National Gardener*.
8. Selection of advertising in *The National Gardener* shall be at the discretion of the Editor, except that no advertising will be accepted which competes with NGC programs.
9. Educational information relative to the incumbent administration and program assistance from NGC shall be emphasized in the Summer issue of *The National Gardener*.
10. All articles and images published in *The National Gardener* shall identify the individual author and photographer submitting the article or image. Authors may only submit original material for publication in *The National Gardener* and agree that their articles may be edited for content. Images submitted with articles must cite the source of the image along with necessary permissions for publication.
11. The four issues of *The National Gardener* will be known as Fall (October, November, December), Winter (January, February, March), Spring (April, May, June), and Summer (July, August, September).

12. The following will be published in the National Gardener: “All rights reserved. No part of this publication may be translated or reproduced in any form by any means without prior written permission of the Editor, National Garden Clubs, Inc. except for the Study Guides, brief quotes, and in connection with reviews. For information to reproduce and/or translate sections from this publication, please write to NGC Headquarters, 4401 Magnolia Ave., St. Louis, MO 63110.”

WEBSITE

1. The NGC Website is an e-property/asset that is a computer-generated communication for NGC members and the public.
2. The NGC Website may have more than one section. The password/s for any Restricted Sections shall be given to members of the Board of Directors at the Post-Convention Board Meeting and/or from NGC Headquarters.
3. The NGC Website shall contain the four most recent years of convention and board meeting minutes.
4. There shall be a Website Chairman for the Public Section and one or more for any Restricted Sections, all of whom shall work with the hired Website provider and NGC Headquarters. Money for technical assistance shall be in the budget.
5. The Public Section shall contain information of benefit to garden club members and others interested in NGC. The material for this section shall be submitted by NGC chairmen and reviewed by an appointee of the President. Included in this section shall be items from Member Services and the NGC publication, *Keeping in Touch*, and *The National Gardener*, with the roster changes, deleted.
6. Any information submitted for publication on the public NGC website will be accepted with the understanding that all contact information will be available to the general public. Members whose contact information is included on school forms must give consent.
7. It shall be the policy of NGC not to accept advertising links except those of approved partnerships. Links to National Affiliates and horticulture, design and environmental organizations shall be accepted on a reciprocal basis.
8. **WEBSITE Blog/Podcast Disclaimer:**
The views and opinions expressed in the National Garden Clubs, Inc. (NGC) blog and podcasts are solely those of the original author(s) and other contributors. These views and opinions do not necessarily reflect those of NGC.

NGC is not responsible for the content of any comments on the NGC blog. The content of comments are the sole responsibility of the original commenter(s). NGC reserves the right to edit, delete, or not publish any comment for any reason or no reason in its sole discretion. Without limiting the foregoing, comments must not:

- Contain any material which is defamatory, obscene, indecent, abusive, offensive, harassing, violent, hateful, inflammatory or otherwise objectionable.
- Promote sexually explicit or pornographic material, violence, or discrimination based on race, sex, religion, nationality, disability, sexual orientation or age.
- Infringe any patent, trademark, trade secret, copyright or other intellectual property or other rights of any other person.
- Violate the legal rights (including the rights of publicity and privacy) of others or contain any material that could give rise to any civil or criminal liability under applicable laws or regulations or that otherwise may be in conflict with these Terms of Use and our Privacy Policy.
- Be likely to deceive any person.
- Promote any illegal activity, or advocate, promote or assist any unlawful act.
- Cause annoyance, inconvenience or needless anxiety or be likely to upset, embarrass, alarm or annoy any other person.
- Impersonate any person or misrepresent your identity or affiliation with any person or organization.
- Involve commercial activities or sales, such as contests, sweepstakes and other sales promotions, barter or advertising.
- Give the impression that they emanate from or are endorsed by us or any other person or entity, if this is not the case.

THE INFORMATION ON THE NGC BLOG AND PODCASTS IS PROVIDED “AS IS” WITHOUT ANY REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED. NEITHER NGC NOR ANY BLOG OR PODCAST AUTHOR OR OTHER CONTRIBUTOR MAKES ANY WARRANTY OR REPRESENTATION WITH RESPECT TO THE CONTENT OF THE NGC BLOG OR PODCASTS. ANY ACTION YOU TAKE UPON THE INFORMATION CONTAINED IN THE NGC BLOG OR PODCASTS IS STRICTLY AT YOUR OWN RISK AND NGC WILL NOT BE LIABLE FOR ANY LOSSES OR DAMAGES IN CONNECTION WITH THE USE OF THE NGC BLOG OR PODCASTS.

9. **WEBSITE YouTube Disclaimer:**

The National Garden Clubs, Inc. (NGC) YouTube channel is intended for informational purposes only. Visitors to the NGC YouTube channel may post views and opinions in reaction to materials on the NGC YouTube channel. Any content, views, opinions, and/or responses to questions uploaded, expressed, or submitted by the creators, sponsors, advertisers, or users of YouTube, including on its web pages, message boards, and groups or otherwise communicated through it, other than the content provided by NGC are solely the views, opinions, and responsibilities of the person(s) submitting them

and do not necessarily reflect the views and opinions of NGC. NGC is not responsible for content that third parties publish, post, upload, distribute, disseminate or otherwise transmit via YouTube.

THE INFORMATION ON THE NGC YOUTUBE CHANNEL IS PROVIDED “AS IS” WITHOUT ANY REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED. NGC DOES NOT MAKE ANY WARRANTY OR REPRESENTATION WITH RESPECT TO THE CONTENT OF THE NGC YOUTUBE CHANNEL. ANY ACTION YOU TAKE UPON THE INFORMATION ON THE NGC YOUTUBE CHANNEL IS STRICTLY AT YOUR OWN RISK, AND NGC WILL NOT BE LIABLE FOR ANY LOSSES OR DAMAGES IN CONNECTION WITH THE USE OF THE NGC YOUTUBE CHANNEL.

WRITING STYLE GUIDE

The National Association of Parliamentarians Writing Style and Standards Style Guide shall be used as a reference for consistency in writing bylaws, standing rules, and manuals.

REVISED: October 1989

AMENDED: May	1990	May	2000	October	2009
October	1990	May	2000	May	2010
April	1991	October	2000	October	2010
October	1991	May	2001	May	2011
May	1992	October	2001	September	2011
September	1992	May	2002	May	2012
May	1993	October	2002	September	2012
October	1993	May	2003	May	2013
May	1994	October	2003	September	2013

October	1994	May	2004	May	2014
May	1995	October	2004	September	2014
October	1995	May	2005	May	2015
May	1996	October	2005		
				September	2015
October	1996	October	2006	May	2016
May	1997	May	2007	May	2017
October	1997	September	2007	September	2017
October	1998	April	2008	May	2018
May	1999	October	2008	September	2018
October	1999	May	2009	May	2020
				May	2021

GUIDELINES

For E-mail Voting



**National Garden Clubs, Inc.
4401 Magnolia Avenue
St. Louis, Missouri 63110-3492**

OCTOBER 2009

NGC E-MAIL VOTING GUIDELINES

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

1. The following committees are permitted in NGC bylaws to conduct business of an **URGENT** nature by electronic device:

- Executive Committee
- Finance Committee
- Organization Study Committee
- Permanent Home & Endowment Committee

Urgent is defined as specific questions requiring immediate attention.

2. The following are guidelines to be observed when an e-mail vote is conducted by one of above committees:

- a. The NGC President or chairman of the appropriate committee shall present action to be approved in the form of a motion and send this motion to each member of the voting body by electronic device. (Those who are entitled to be present but not vote at committee meetings shall be copied on the electronic message.) The President/Chairman shall request confirmation of receipt. An explanation of the circumstances, including why the matter cannot wait for the next committee meeting, must accompany the motion. The name of the Secretary to whom the vote is to be returned will be included in the e-mail as well as the period of time allowed for voting. (This time period may vary from committee to committee or situation to situation depending on the urgency and shall be determined by the individual President/Chairman.)
- b. Comments, either positive or negative, (debate) may be made by any voting member or person entitled to be present at a committee meeting and should be sent to all.
- c. Votes on the motion are to be returned to the NGC Recording Secretary or designated committee Secretary within the stated time period. The President/Chairman may vote on the motion with other committee members.
- d. A vote may be changed up until the time that the President/Chairman declares that a motion has been adopted/defeated.

- e. **A majority vote of the entire committee shall adopt a motion.** A motion will be considered adopted whenever a majority vote of the entire committee in the affirmative is reached, even if before the end of the specified time period.
- f. The NGC Recording Secretary/appointed Committee Secretary shall compile the vote and immediately notify the President/Chairman when a majority vote of the entire committee has been reached. At the end of the voting period, the Secretary shall send a Tellers Report to the President/ Chairman which will include:
- Record of those sent the motion (including those copied)
 - Date and time motion was sent and the polls were open
 - Number of votes needed for approval
 - Number of votes cast
 - Number in favor
 - Number opposed
- A roll call of the voting will be available from the Secretary upon request by any committee member.
- g. The President/Committee Chairman will immediately declare the result of the vote to all members of the appropriate voting body by electronic device when notified by the Secretary that a majority vote has been reached and will send out the Teller's Report at the end of the specified time period.
- h. The motion, Tellers Report and result of the vote shall be recorded in the minutes of the next meeting of the Committee.

Approved:
October 2009

GUIDELINES

For NGC Blogs



**National Garden Clubs, Inc.
4401 Magnolia Avenue
St. Louis, Missouri 63110-3492**

June 8, 2020

NGC Blog Guidelines

What is a blog?

A **blog** (short for “weblog”) is an informational website or an area within a website displaying information in a reverse chronological order, with latest posts appearing first. It is a platform for expressing and sharing a writer’s views. For example: The National Garden Clubs, Inc. (NGC) blog will be where a member or even a group of members share their views on a variety of subjects related to the goals and objectives of National Garden Clubs, Inc. The main purpose of our blog will be to connect our organization to a target audience who is concerned about nature and the natural world around them; the audience who is involved and concerned about gardening, the environment, floral design and landscape design, climate, pollution, forest and wildfires, et cetera. We are using blogging to raise awareness about these issues and to help brand our organization. NGC members will be promoting NGC through their informational articles to inform the public as to who we are and what we do. The more frequent, interesting and informative our blog articles are, the greater the possibility National Garden Clubs, Inc. website will be discovered by the public.

What is a blog post?

A blog post is an article that expresses a writer’s point of view on a subject. NGC blog articles should be no less than 300 words in length so search engines can rank and locate the blog. Analysis of a few blog platforms suggest the average length is 1500 words which is approximately seven minutes of reading. Many people have short attention spans, therefore, shorter may be better. That said, it is always better to compose a well written, awe-inspiring article and not worry too much about length. Lengthy NGC articles may be presented in two parts instead of one.

Blog Structure:

1. Write in third person. The third-person point of view uses pronouns like he, she, it, or they. Gender neutral words such as one, someone, anyone, and others may be used. It gives the written article a more professional tone.
2. Write a powerful headline. A headline that attracts attention and draws the reader to the article.
3. Following the headline is the introductory paragraph. The article needs an introduction that intrigues and entices the readers and guides them down the page.
4. Write simple, meaningful sentences. Compound sentences are more difficult to comprehend and follow. Avoid using weak words or clichés. Power words and sensory words are very effective in a sentence. Power words are persuasive, emotional words that trigger a positive or negative response. Sensory words involve the five senses: sight, touch, smell, hearing and feeling.
5. Create a valuable main body expressing the main purpose, solving a problem or achieving an aim.
6. Close your article with a call to action or with inspiring comments.

7. If possible, use photographs to support your article. Remember, a picture is worth a thousand words!

Topics:

National Garden Clubs, Inc. is involved in a vast array of programs including global concerns. As a writer, you may address issues on the local, national and global level. Since the public will be reading the articles, we must not use the blog to relay specific information about conducting NGC schools, changes in judges' requirements, et cetera. There are other means to address these issues on the website. NGC members are diverse in their political and religious views. Accordingly, we will not address politics or religion in blog articles. Language that is considered lewd, offensive and obscene will not be allowed.

How Many Articles to Write:

You may submit as many articles as you wish. We are planning on having a new article every Monday and Thursday. Statistically, these days are the highest for readership and social media involvement. You could commit to 2-3 articles a year or you may submit more. Multiple articles posted in a blog would likely result in higher readership. I realize that at any point you may find you do not want to continue to submit articles for a variety of reasons. If that is the case, please let the Administrator/Committee know so another writer may be asked to take your place. You may start submitting articles immediately. If you have ideas for an article but do not want to write an article, please submit the ideas. **Pictures:**

Pictures are welcomed and may be added to your article. Children's pictures must have a NGC Release for Publication and Website form signed by the parent/guardian and kept on file at NGC headquarters. The form is located on the website under Youth.

Recognition:

We want all writers and photographers recognized for their work. Each article will carry the writer's name in a byline. Photographers will have their names under their photos. You may have your photos copyrighted and give NGC authority to use them.

Citing Articles:

You may research a topic, but the blog article must be your own composition. You must get permission from an author in writing to submit their article as a blog article.

In researching your topic, you may cite the source as shown below:

Most print and offline citations include the following pieces of information, commonly in this order:

Author's Last name, First initial. Middle initial. (Date published). *Title of source*.
Location: Publisher.

Most online citations include the following pieces of information, commonly in this order:

Author's Last name, First Initial. Middle initial. (Date published). *Title of source*.
Retrieved from URL

The Blog Administrator/Committee will help cite a source if requested by the blog writer. Citing your article may give your composition more credibility and giving credit where credit is due is always appropriate.

Style Guide:

You may use any font you choose. The website will place your article into the correct font and font size automatically. The size of font should be 16 points. This will be large enough for the Blog Administrator/Committee to read easily.

All writers will receive a byline. Place your name under the article's title.

Place photographer's name under the picture. If copywrite is on the picture, there is no need to place under the picture.

Writing in third person gives a professional feel to the article.

Editor's Note:

The Editor may add information to clarify, to enhance, or to provide an alternative view.

Procedures:

Submit your articles electronically to the Blog Administrator/Committee. The article will be reviewed, fact checked, and minor edits may be made. The article will then be sent to the Communication Print Committee where further review for spelling, grammar and copyright infringement. The Webmaster will send the article to the appropriate NGC headquarters employee to be placed in the blog on the NGC website.

Blog/Podcast Disclaimer:

The views and opinions expressed in the National Garden Clubs, Inc. (NGC) blog and podcasts are solely those of the original author(s) and other contributors. These views and opinions do not necessarily reflect those of NGC.

NGC is not responsible for the content of any comments on the NGC blog. The content of comments are the sole responsibility of the original commenter(s). NGC reserves the right to edit, delete, or not publish any comment for any reason or no reason in its sole discretion.

Without limiting the foregoing, comments must not:

- Contain any material which is defamatory, obscene, indecent, abusive, offensive, harassing, violent, hateful, inflammatory or otherwise objectionable.
- Promote sexually explicit or pornographic material, violence, or discrimination based on race, sex, religion, nationality, disability, sexual orientation or age.
- Infringe any patent, trademark, trade secret, copyright or other intellectual property or other rights of any other person.

- Violate the legal rights (including the rights of publicity and privacy) of others or contain any material that could give rise to any civil or criminal liability under applicable laws or regulations or that otherwise may be in conflict with these Terms of Use and our Privacy Policy.
- Be likely to deceive any person.
- Promote any illegal activity, or advocate, promote or assist any unlawful act.
- Cause annoyance, inconvenience or needless anxiety or be likely to upset, embarrass, alarm or annoy any other person.
- Impersonate any person, or misrepresent your identity or affiliation with any person or organization.
- Involve commercial activities or sales, such as contests, sweepstakes and other sales promotions, barter or advertising.

Give the impression that they emanate from or are endorsed by NGC or any other person or entity, if this is not the case.

THE INFORMATION ON THE NGC BLOG AND PODCASTS IS PROVIDED “AS IS” WITHOUT ANY REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED. NEITHER NGC NOR ANY BLOG OR PODCAST AUTHOR OR OTHER CONTRIBUTOR MAKES ANY WARRANTY OR REPRESENTATION WITH RESPECT TO THE CONTENT OF THE NGC BLOG OR PODCASTS. ANY ACTION YOU TAKE UPON THE INFORMATION CONTAINED IN THE NGC BLOG OR PODCASTS IS STRICTLY AT YOUR OWN RISK, AND NGC WILL NOT BE LIABLE FOR ANY LOSSES OR DAMAGES IN CONNECTION WITH THE USE OF THE NGC BLOG OR PODCASTS.

Approved:

June 2020

GUIDELINES

For Social Media



**National Garden Clubs, Inc.
4401 Magnolia Avenue
St. Louis, Missouri 63110-3492**

June 8, 2020

GUIDELINES FOR SOCIAL MEDIA NATIONAL GARDENCLUBS, INC.

The National Garden Clubs are building “community.” Community is the idea that social media channels will be utilized so that we can support others and they, in turn, become aware of NGC and can support us. Community is a communication tool to further the NGC educational and outreach goals in the US and abroad. Our community is a platform where the NGC social media users feel comfortable sharing, connecting, and receiving information – **all electronically**. Social media strengthens the NGC “brand” and increases its value as the organization moves into a new technological age. We are reaching beyond our membership and expanding our horizons!

Success in social media depends on several factors:

- Understanding that social channels are conversations, not bullhorns
 - Being civil, honest, ethical and responsive
 - Remembering that nothing is private on the web
 - Using common sense and good judgement

The Internet is a public place. Consider everything you post to the Internet the same as anything you would

post to a physical bulletin board or submit to a newspaper. Many eyes will fall upon your words, including those of gardening consumers and professionals. Assume that these people will be reading every post. Although posts can usually be corrected, nothing ever goes completely away. Social Media Committee members are the very public face for NGC.

What shouldn't Social Media Committee members post? **Confidentiality, Privacy and Copyrights.**

Due to the nature of the digital medium, extra diligence is required in respecting intellectual property (such as copyright and trademark), financial disclosure laws, false advertising, etc. Please don't discuss any NGC business activity or financial information. When sharing other's information, photos or posts, give them credit. Refrain from writing, tweeting or posting anything—including photographs or video—that could be perceived as reflecting political, racial, sexist, religious or other bias. Photos or videos with children must have a signed parental release before posting. Sponsorships supported by the NGC should be fully disclosed in social media, where appropriate.

What should Social Media Committee members post? **DO** encourage discourse and share ideas relating to NGC's goals, mission, values and projects. **National Garden Clubs, Inc. provides education, resources, and national networking opportunities for its members to promote the love of gardening, floral design, and civic and environmental responsibility.**

Social Media (SM) Committee members are asked to dedicate time **weekly** to one or more of our media channels – Facebook, Instagram, Twitter and Pinterest. SM members also should develop YouTube videos in the future. You will choose specific topics of interest to you and then develop stories with pictures for posting. If you find material that another SM member is assigned to cover, please forward it to them for their posting slot. Refer to the SM PowerPoint presentation developed for the 2017 NGC Fall Board meeting for guidelines on how to write and post information. If you'd like to contribute to the NGC Pinterest Boards, please contact the SM Chairman for the password and more information.

- ❑ A posting calendar will be developed, with SM committee members' input, with the goal of a **daily** NGC post in one of these media formats, which may be cross posted.
- ❑ SM Committee members should also promote this media and NGC in their state and region newsletters and other social media channels.
- ❑ SM Committee members are asked to be familiar with, help set up, and advise on social media platforms when requested by clubs, states and regions.

Disclaimers:

YouTube Disclaimer:

The National Garden Clubs, Inc. (NGC) YouTube channel is intended for informational purposes only.

Visitors to the NGC YouTube channel may post views and opinions in reaction to materials on the NGC YouTube channel. Any content, views, opinions, and/or responses to questions uploaded, expressed or submitted by the creators, sponsors, advertisers or users of YouTube, including on its web pages, message boards and groups or otherwise communicated through it, other than the content provided by NGC, are solely the views, opinions and responsibilities of the person(s) submitting them and do not necessarily reflect the views and opinions of NGC. NGC is not responsible for content that third parties publish, post, upload, distribute, disseminate or otherwise transmit via YouTube.

THE INFORMATION ON THE NGC YOUTUBE CHANNEL IS PROVIDED "AS IS" WITHOUT ANY REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED. NGC DOES NOT MAKE ANY WARRANTY OR REPRESENTATION WITH RESPECT TO THE CONTENT OF THE NGC YOUTUBE CHANNEL. ANY ACTION YOU TAKE UPON THE INFORMATION ON THE NGC YOUTUBE CHANNEL IS STRICTLY AT YOUR OWN RISK, AND NGC WILL NOT BE LIABLE FOR ANY LOSSES OR DAMAGES IN CONNECTION WITH THE USE OF THE NGC YOUTUBE CHANNEL.

Blog/Podcast Disclaimer:

The views and opinions expressed in the National Garden Clubs, Inc. (NGC) blog and podcasts are solely those of the original author(s) and other contributors. These views and opinions do not necessarily reflect those of NGC.

NGC is not responsible for the content of any comments on the NGC blog. The content of comments are the sole responsibility of the original commenter(s). NGC reserves the right to edit, delete, or not publish any comment for any reason or no reason in its sole discretion. Without limiting the foregoing, comments must not:

- Contain any material which is defamatory, obscene, indecent, abusive, offensive, harassing, violent, hateful, inflammatory or otherwise objectionable.
- Promote sexually explicit or pornographic material, violence, or discrimination based on race, sex, religion, nationality, disability, sexual orientation or age.
- Infringe any patent, trademark, trade secret, copyright or other intellectual property or other rights of any other person.

- Violate the legal rights (including the rights of publicity and privacy) of others or contain any material that could give rise to any civil or criminal liability under applicable laws or regulations or that otherwise may be in conflict with these Terms of Use and our Privacy Policy.
- Be likely to deceive any person.
- Promote any illegal activity, or advocate, promote or assist any unlawful act.
- Cause annoyance, inconvenience or needless anxiety or be likely to upset, embarrass, alarm or annoy any other person.
- Impersonate any person, or misrepresent your identity or affiliation with any person or organization.
- Involve commercial activities or sales, such as contests, sweepstakes and other sales promotions, barter or advertising.
- Give the impression that they emanate from or are endorsed by us or any other person or entity, if this is not the case.

THE INFORMATION ON THE NGC BLOG AND PODCASTS IS PROVIDED “AS IS” WITHOUT ANY REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED. NEITHER NGC NOR ANY BLOG OR PODCAST AUTHOR OR OTHER CONTRIBUTOR MAKES ANY WARRANTY OR REPRESENTATION WITH RESPECT TO THE CONTENT OF THE NGC BLOG OR PODCASTS. ANY ACTION YOU TAKE UPON THE INFORMATION CONTAINED IN THE NGC BLOG OR PODCASTS IS STRICTLY AT YOUR OWN RISK, AND NGC WILL NOT BE LIABLE FOR ANY LOSSES OR DAMAGES IN CONNECTION WITH THE USE OF THE NGC BLOG OR PODCASTS.

Approved:
June 2020

GUIDELINES

For Electronic Meetings



**National Garden Clubs, Inc.
4401 Magnolia Avenue
St. Louis, Missouri 63110-3492**

OCTOBER 2020

Procedure for Electronic Meetings using Full-Featured Internet Service :

1. **Login Information:** The Recording Secretary or Corresponding Secretary shall send by email to every Board of Directors and Delegates, at least one week prior to each meeting, the time of the meeting, the URL and codes necessary to connect to the Internet meeting service, and , as an alternative and backup to the audio connection included within the Internet service, the phone number and assess codes(s) the member needs to participate aurally by telephone. The Recording Secretary or Corresponding Secretary shall send include a copy of, or link to, these rules.
2. **Login Time:** The Recording Secretary shall schedule Internet meeting service availability to begin at least 15 minutes before the start of each meeting.
3. **Signing In and Out:** Members shall identify themselves as required to sign in to the Internet meeting service, and shall maintain Internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.
4. **Quorum Calls:** The presence of a quorum shall be established by roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.
5. **Technical Requirements and Malfunctions:** Each member is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
6. **Internet Meeting Service Technical Assistant:** A technical assistant with knowledge of the Internet Service being used, should be present during the meeting in case technical problems may be encountered
7. **Forced Disconnections:** The chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting, and recorded in the minutes.
8. **Assignment of the Floor:** To seek recognition by the chair, a member shall enter request in the appropriate manner of the Internet meeting service being used. Upon assigning the floor to a member, the chair shall clear the online queue of members who had been seeking recognition. To claim preference in recognition, another member who had been seeking recognition may promptly seek recognition again, and the chair shall recognize the member for the limited purpose of determining whether that member is entitled to preference in recognition. A member may request recognition only twice on the same topic.
9. **Interrupting a Member:** A member who intends to make a motion or request that under the rules may interrupt a speaker shall use the designated feature for so indicating, and shall thereafter wait a reasonable time for the chair's instructions before attempting to interrupt the speaker by voice.
10. **Motions Submitted in Writing:** a member intending to make a main motion, to offer an amendment, or to propose instructions to a committee, shall, before or after being recognized, post the motion in writing to the online area designated by the Recording Secretary for this purpose, preceded by the member's name and a number corresponding to how many written motions the member has so far posted during the meeting (e.g. "Smith3:"; "Frances Jones 2:"). Use of the online area designated by the Recording Secretary for this purpose shall be restricted to posing the text of intended motions.
11. **Display of Motions:** The Recording Secretary shall designate an online area exclusively for the display of the immediately pending question and other relevant pending questions (such as the main motion, or the pertinent part of the main motions, when an amendment to it is immediately pending) , the Recording Secretary, or any assistants appointed by him or her for this purpose,

shall cause such questions, or any other documents that are currently before the meeting for action or information to be displayed therein until disposed of.

12. **Voting:** votes shall be taken by the anonymous voting feature of the Internet meeting service unless a different method is ordered by the Board or required by the rules. When required or ordered, other permissible methods of voting are electronic roll call or by audible roll call. The chair's announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.
13. **Video Display:** The chair, the Recording Secretary, Officers or their assistants shall cause a video of the chair to be displayed throughout the meeting and shall also cause display of video of the member currently recognized to speak or report.

Procedure for Electronic Meetings using Teleconference with Internet Voting and Document Sharing:

1. **Login Information:** The Recording Secretary or Corresponding Secretary shall send by email to every Board of Directors and Delegates, at least one week each meeting, the time of the meeting, the phone number and unique access code necessary to connect to the telephone conference call, and the URLs and login information for the online survey tool and file-hosting service. The Recording Secretary or Corresponding Secretary shall also include a copy of, or link to, these rules.
2. **Call-in Time:** The Recording Secretary shall schedule a telephone conference call, using a free service that provides each user a unique access code, to begin 15 minutes before the start of each meeting. The Recording Secretary shall also establish accounts with a free online survey tool that supports anonymous surveys, and with a free file-hosting service.
3. **Technical Requirements:** For the purposes of electronic ballot voting and file sharing, members shall maintain Internet access during the meeting.
4. **Arrival Announcements:** Members shall announce themselves at the first opportunity after joining the telephone conference call but may not interrupt a speaker to do so.
5. **Departure Announcements:** Members who leave the telephone conference call before adjournment shall announce their departure but may not interrupt a speaker to do so.
6. **Quorum Calls:** The presence of a quorum shall be established by roll call at the beginning of the meeting and on the demand of any member. Such a demand may be made following the departure of any member or following the taking of any vote for which the announced totals add to less than a quorum.
7. **Obtaining the Floor:** To seek recognition by the chair, a member shall address the chair and state his or her own name.
8. **Motions Submitted in Writing:** Members may submit motions to the chair in writing by uploading them to the file-hosting service and notifying the chair of the URL or download link needed to access the file.
9. **Voting:** All votes shall be taken by roll call, unless required under the rules or ordered by the Board to be taken by ballot. When a vote is taken by roll call, only the number of votes on each side and the number of members present but not voting shall be entered in the minutes, unless the Board orders a fully recorded roll-call vote. Ballot votes shall be taken electronically, as follows: The Recording Secretary shall post the question using the online survey tool, and the chair shall then alert the members that the polls are open, providing any additional information that members need to cast their votes online. The polls shall be closed not less than two minutes after they have been opened by the chair. Business may also be conducted by unanimous consent.

10. **Technical Malfunctions:** Each member is responsible for his or her connection to the telephone conference call and to the Internet; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
11. **Forced Disconnections:** The chair may order the Recording Secretary to disconnect to mute a member's connection if it is causing undue interference with the telephone conference call. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting, and recorded in the minutes.

Procedure for Electronic Meetings using Telephone Meeting Without Internet Support:

1. **Connection Information:** The Recording Secretary shall send by email to every member of the Board, at least one week before each meeting, the time of the meeting and the phone number and access code needed to connect to the telephone conference call.
2. **Call-in Time:** The Recording Secretary shall schedule a telephone conference call, using a free service, to begin 15 minutes before the start of each telephone meeting.
3. **Arrival Announcements:** Members shall announce themselves at the first opportunity after joining the telephone conference call but may not interrupt a speaker to do so.
4. **Departure Announcements:** Members who leave the telephone conference call before adjournment shall announce their departure but may not interrupt a speaker to do so.
5. **Quorum Calls:** The presence of a quorum shall be established by roll call at the beginning of the meeting and on the demand of any member. Such a demand may be made following the departure of any member or following the taking of any vote for which the announced totals add to less than a quorum.
6. **Obtaining the Floor:** To seek recognition by the chair, a member shall address the chair and state his or her own name.
7. **Motions Submitted in Writing:** Members may not submit motions in writing during the meeting but are entitled to make motions orally. Members may, however, submit motions in writing by sending them at least 3 days before the meeting to the Recording Secretary, who shall send any such pre-submitted motions by email to all members in advance of the meeting.
8. **Voting Methods:** All votes shall be taken by roll call. Unless the Board orders a fully recorded roll-call votes, only the number of votes on each side and the number of members present but not voting shall be entered in the minutes. Business may also be conducted by unanimous consent.
9. **Technical Malfunctions:** Each member is responsible for his or her connection to the telephone conference call and to the Internet; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

Forced Disconnections: The chair may order the Recording Secretary to disconnect to mute a member's connection if it is causing undue interference with the telephone conference call. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting, and recorded in the minutes.

Approved:
October 2020