

APPENDIX B – “STANDING RULES”

**STANDING RULES APPROVED BY THE BOARD OF DIRETORS
AT FALL BOARD MEETING, SEPTEMBER 22, 2022**

NATIONAL GARDEN CLUBS, INC

Key - underline means insert words. ~~Strikethrough~~ mean to omit words.

STANDING RULES Current Wording	Proposed Amendment	Would Read After Amendment
Proposal #1 SPONSORSHIP COMMITTEE (PG 27) Add NEW	SPONSORSHIP COMMITTEE (PG 27) NEW add under heading <u>The Sponsorship Committee will seek sponsor relationships with advertisers and/or vendors that support NGC’s goals and objectives financially, promotionally, or by the provision of products or services.</u>	SPONSORSHIP COMMITTEE (PG 27) The Sponsorship Committee shall seek sponsor relationships with advertisers and/or vendors that support NGC’s goals and objectives financially, promotionally, or by the provision of products or services.

Rationale: The Sponsorship Committee shall be defined to differentiate it from advertisers/meeting vendors.

STANDING RULES Current Wording	Proposed Amendment	Would Read After Amendment
<p>Proposal #2 KEEPING IN TOUCH (pg 15) 1. Keeping in Touch is a publication on the website. Frequency of publication is at the discretion of the President. (FBM 2021) 2. The Liaison to Region Directors and State Garden Club Presidents shall serve as the editor.</p>	<p>KEEPING IN TOUCH (pg 15) 1. Keeping in Touch is a publication on the website. Frequency of publication is at the discretion of the President. (FBM 2021) 2. The Liaison to Region Directors and State Garden Club Presidents shall serve as the editor.</p>	<p>KEEPING IN TOUCH (pg 15)</p>

Rationale: The KIT publication, which was originally created as a publication for State Presidents, will be discontinued due to lack of response and interest.

STANDING RULES Current Wording	Proposed Amendment	Would Read After Amendment
<p>Proposal #3 NOMINATING COMMITTEE (pg 19) 6. The Nominating Committee shall present the names of the endorsed candidates at the Pre-Convention Board of Directors Meeting in the even-numbered years.</p>	<p>NOMINATING COMMITTEE (pg 19) 6. <u>All officer candidate applications and letters of recommendation for that candidate shall be received by the NGC Nominating Committee Chairman by April 20 in even-numbered years. If no application is received for an office, then the deadline for application and recommendations shall be extended until June 15 for that office only. The NGC Nominating Committee Chairman shall promptly notify, in writing, each applicant that the application has been received.</u></p> <p>6. <u>7.</u> The Nominating Committee shall present report the names number of the endorsed candidates <u>candidate applications</u> received, per office, at the Pre-Convention Board of Directors Meeting in the even-numbered years.</p>	<p>NOMINATING COMMITTEE (pg 19) 6. All officer candidate applications and letters of recommendation for that candidate shall be received by the NGC Nominating Committee Chairman by April 20 in even-numbered years. If no application is received for an office, then the deadline for application and recommendations shall be extended until June 15 for that office only. The NGC Nominating Committee Chairman shall promptly notify, in writing, each applicant that the application has been received.</p> <p>7. The Nominating Committee shall report the number of endorsed candidate applications received, per office, at the Pre-Convention Board of Directors Meeting in the even-numbered years.</p> <p>RENUMBER</p>

Rationale: All applications for office shall be received by the deadline. The deadline will be extended only if an office receives no applications. The Nominating Committee shall promptly notify receipt of all applications. Only the number of endorsed applications received for each office shall be reported at the Pre-Convention Board of Directors Meeting in the even numbered year.

STANDING RULES Current Wording	Proposed Amendment	Would Read After Amendment
<p>Proposal #4 MEETINGS AND NGC-SPONSORED EVENTS (pg 14) 23. 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.</p>	<p>MEETINGS AND NGC-SPONSORED EVENTS (pg 14) 23. 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.</p>	<p>MEETINGS AND NGC-SPONSORED EVENTS (pg 14)</p>

Rationale: Remove from Standing Rules and insert in NGC Procedure Manual

STANDING RULES Current Wording	Proposed Amendment	Would Read After Amendment
<p>Proposal #5 MEMBER SERVICES (pg18) 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.</p>	<p>MEMBER SERVICES (pg18) 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 <u>Executive Director</u> shall set and/or reduce prices of items inventory available through Member Services. 5. <u>The Executive Director shall determine a standard for marking down inventory and disbursement of unsold inventory.</u></p>	<p>MEMBER SERVICES (pg18) 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 Executive Director shall set and/or reduce prices of inventory available through Member Services. 5. The Executive Director shall determine a standard for marking down inventory and disbursement of unsold inventory.</p>

Rationale: The Executive Director shall set prices for inventory, including markdowns. The Executive Director shall establish a standard for how long inventory is held before it is marked down.

STANDING RULES Current Wording	Proposed Amendment	Would Read After Amendment
<p>Proposal #6 SPONSORSHIP COMMITTEE (pg 25)</p> <ol style="list-style-type: none"> 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. A contract shall be executed between NGC, and the sponsor in accordance with current 501(c)(3) regulations. Copies of signed contracts shall be Headquarters. (FBM 2021) 5. The Sponsorship Committee Chair shall assign a relationship manager as liaison between the sponsor and NGC. The relationship manager shall be responsible for managing the qualitative relationship and monitoring quantitative goals against contractual obligations. 	<p>SPONSORSHIP COMMITTEE (pg 25)</p> <ol style="list-style-type: none"> 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. Chair. 2. The President and Finance Chair each shall have the ability to decline any potential sponsor before analysis is conducted. 3. The Sponsorship Committee Chairman shall perform qualitative and quantitative analyze 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. 3. The Executive Committee shall weigh the benefits of the potential sponsor and approve the Sponsor. 4. A contract shall be executed between NGC, and the sponsor in accordance with current 501(c)(3) regulations. Copies of signed contracts shall be Headquarters. (FBM 2021) 5. The Sponsorship Committee Chair shall serve or assign a liaison between the sponsor and NGC. The relationship manager shall be responsible for managing the qualitative relationship and monitoring quantitative goals against contractual obligations. (FBM 2021) 	<p>SPONSORSHIP COMMITTEE (pg 25)</p>

(FBM 2021)		
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Rationale: The Sponsorship Committee will be redefined and will be addressed in Guidelines in the new Policy & Procedure Manual.

STANDING RULES Current Wording	Proposed Amendment	Would Read After Amendment
Proposal #7 NEW	ALLIANCES <u>An agreement with like-missioned organizations which will benefit both organizations. A liaison may be assigned to an alliance. Liaisons are not Board of Directors Members unless they serve on the board in a different position.</u>	ALLIANCES An agreement with like-missioned organizations which will benefit both organizations. A liaison may be assigned to an alliance. Liaisons are not Board of Directors Members unless they serve on the board in a different position.

Rationale: To set up a committee to seek relationships between NGC and organizations that share our mission.