

GARDEN CLUBS OF IDAHO, Inc. (GCII) Recommended Procedures

Original: May 5, 2017 / Last Revised: July 17, 2017

Mission Statement

Garden Clubs of Idaho, Inc. will create, promote and further interest in horticulture, gardening, civic beautification, and natural resource conservation through educational, charity and community improvement projects.



WWW.GCII.ORG

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NATIONAL GARDEN CLUBS, INC.
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I. NAME

- A. The name of this corporation is Garden Clubs of Idaho, Inc., a non-profit corporation. GCII for short.

II. OBJECTIVES and ORGANIZATION

- A. GCII and any Member Clubs that participate in the Group Tax Exemption Program (GTEP) are tax exempt under Section 501(c)3 of the Internal Revenue Code, and must follow IRS regulations for tax exempt organizations.
- B. Donors (individuals and businesses) may deduct contributions of money or property made to the GCII or GTEP Member Clubs if donations comply with IRS rules. All contributions must be for the charitable purpose of the club.
1. **Cash Contributions:** Receipts must be given to the donor by the club. If any benefit (food, plants, etc.) is given in exchange for the contribution, the donor may only deduct that portion of the contribution that exceeds the fair value of the benefit. For example, if a cake valued at \$10 was sold at a fundraising event for \$50, the donor may deduct \$40. On the receipt, in addition to the amount of the contribution, the club must give a good faith estimate of the benefit received.
 2. **Non-cash goods or property contributions:** Donors may give goods or property as a donation to a club. The goods or property must be delivered directly to the club for the club's use, and must be related to the charitable purpose of the club. Receipts should describe the goods or property and date of the donation, but the club should not put a value on the receipt. That is the donor's responsibility.
 3. **Club member's unreimbursed expenses:** Unreimbursed out-of-pocket expenses paid in rendering service without compensation, may be deductible as a contribution. Some travel, meals, and other expenses may qualify. Refer to IRS publication 526 "Charitable Contributions" for information about specific expenses. IRS Website: www.irs.gov

III. MEMBERSHIP and DUES

A. Voting Membership

1. Voting membership of GCII shall consist of Member Garden Clubs in good standing. Member clubs are composed of Active Members of a club that has chosen to become an affiliate of the Garden Clubs of Idaho, Inc.
2. Active Member. One who pays dues, attends meetings, and participates in activities of his/her member club. They have all rights and privileges within the Member Club.

3. GCII Life Membership is paid one time by or for a Club Member. As long as the member meets the requirements of III.A.1, above, they are considered a member in good standing.
4. Honorary Membership is an opportunity to recognize a member's service to a Member Club.

B. Non-Voting Membership

1. Non-Voting Membership of GCII shall consist of Associate Member clubs, societies, or Independents within the state of Idaho, who agree to support one or more of GCII's objectives, chose not to pay dues a Member Club, but pay dues directly to GCII.
2. Associate Members include Junior Garden Clubs, Youth Garden Clubs, Independent members, and Plant and Horticultural Societies and the Idaho Botanical Gardens.

C. GCII Member Club Dues

1. Annual Dues
 - a. All GCII annual dues are set by the Board of Directors.
 - b. Dues are to be paid to the GCII Treasurer by May 1 of each year along with a completed copy of the Club Membership Form. The membership form is available on the forms page of the GCII Website at www.gcii.org/index.php?content=publications_forms.
 - c. New members after December 31 until April 30 shall pay 1/2 of the normal club dues. All new member dues received after December 31st through April 30 are designated for the GCII Communications Account.
 - d. Associate organizations (Junior Garden Clubs, Societies, Botanical and Memorial Gardens, any organization who is not a voting members but has similar objectives) must submit a completed application form along with a \$10.00 fee. The application form is available on the forms page of the GCII Website at www.gcii.org/index.php?content=publications_forms.
2. Distribution of Dues are as follows:
 - a. \$1.00 National Garden Club (NGC)
 - b. \$1.50 General Communications Account
 - c. \$4.00 State President's Travel Fund
 - d. \$2.00 State First Vice President's Travel Fund (this needs to be distinguished)
 - e. \$1.50 General Fund
3. National Garden Club and Pacific Region dues are sent by the GCII Treasurer annually by June 1.

4. Life Member and Honorary Member Dues are \$25.00 and paid once by or for the member. The member must continue to pay the required annual dues to their Member Club which includes their State dues.
5. Delinquent Dues
 - a. A Member Club that does not pay the required GCII dues before July 1 will receive a letter of reminder from the GCII Treasurer. If there is no response, the name of the club will be sent to the State President who will determine the status of the club with the Member Club President. If no response is received by October 1 then the Member Club will become delinquent and lose the Member Club voting status.

IV. OFFICER DUTIES

A. Elected Officer Duties

The Officers of GCII, Inc. to be elected every two (2) years. They shall be President, First Vice President, Second Vice President, Recording Secretary, Treasurer, and District Directors.

1. President

- a. Functions as the chief executive officer and official representative of GCII.
- b. Presides at all meetings of the Board of Directors, the Executive Committee, the Annual Convention, and Fall Board meeting.
- c. Appoints the Parliamentarian, Corresponding Secretary, managing editor of the *Gem State Gardener*, the official publication of GCII, all Chairmen of Standing and Special Committees, and fills vacancies on the Board of Directors.
- d. Is an ex-officio member of all committees, except the Nominating Committee and if necessary appoint a Chairman for the Nominating Committee.
- e. Keeps the official records and papers of GCII.
- f. A discretionary spending limit set not to exceed \$500
- g. Works with the Treasurer to ensure a biennial financial review is completed.
- h. Performs all other duties applicable to the office as prescribed by the Parliamentarian authority adopted by GCII.
- i. **Leadership:** Makes a conscious effort to delegate responsibility, not only to lighten their load, but to develop the leadership abilities of others.
- j. **Finance:** Arranges for the transfer of signatures required on all bank accounts as well as arranges with the Treasurer for counter signing checks, approving bills, etc.

k. Reports and Correspondence

- (1) Announces the new theme to the Member Clubs, considering the theme of the NGC President and Pacific Region Director.
- (2) Forwards the lists of new NGC and Pacific Region officers to the officers and program chairmen of GCII.

l. Annual Convention

- (1) Works with the GCII Annual Convention Chairman and host District.
- (2) Reminds the GCII Convention Treasurer that any Annual Convention advance from the GCII Treasury shall be refunded as soon as sufficient registrations are received.
- (3) Advises the NGC President or the Pacific Region Director (if they will be attending) of the schedule for the GCII Annual Convention, informing them of exact dates, places etc.
- (4) Ensures a full financial report is submitted by the State Convention Treasurer within 30 days after the State Convention.

m. Fall Board Meeting

- (1) Calls a Fall Board of Directors meeting.
- (2) Works with the First Vice President to find a location and speaker.

n. Attendance at State and District Meetings

- (1) Attends the State Annual Convention every year. The Convention funds shall pay for The President's registration and housing.
- (2) Attends the Fall Board Meeting every year. GCII pays for the President's expenses.
- (3) Attends at least one of each non-home District's Meetings, preferably during the first year of his/her term. The expenses (registration and one night's lodging) for the mandatory District Meeting shall be paid by the host District.
- (4) Attends at least one home District Meeting, preferably during the first year of his/her term. GCII shall not incur any cost for attendance at home District Meetings.

o. Attendance of Pacific Region Meetings

- (1) Attends the Pacific Region Annual Conventions. GCII shall pay for the President's travel to the Pacific Region Annual Conventions.

p. Attendance of NGC Meetings

- (1) Attends the NGC Annual Conventions. GCII shall pay for the President's travel to the Annual Conventions.
- (2) Attends the NGC Fall Board Meetings. GCII shall pay for the President's travel to the NGC Fall Board Meetings.

q. **Miscellaneous**

- (1) Ensures that any recommended bylaw amendments be mailed (electronic or postal) to the Board of Directors at least thirty (30) days before The Annual Convention.
- (2) Co-signs the Awards being presented at the GCII Annual Convention.
- (3) It is the President's privilege to present special awards not listed in the regular Awards Categories.

2. First Vice President

- a. In the absence, disability or resignation, or at the request of the President, shall assume the duties of the President.
- b. Makes arrangements for the Fall Board meeting location and makes the arrangements for the afternoon speaker working with the President's approval.
- c. Attends GCII State Annual Convention and attends the GCII Fall Board Meeting every year. GCII will pay for the First Vice President expenses at these meetings to the extent that funds are available in the Vice President's Travel Fund.
- d. Attends at least one of each non-home District's Meetings, preferably during the second year of his/her term. The expenses (registration and one night lodging) for the mandatory District Meeting shall be paid by the host District.
- e. Attends at least one home District Meeting, preferably during the second year of his/her term. GCII shall not incur any cost for attendance at home District Meetings.
- f. The first Vice President shall inform State Officers and Chairmen of the custom of donating towards a gift for the outgoing President and be responsible for the buying the gift.
- g. The First Vice President becomes the President-Elect (and remains the First Vice President) at the close of the Annual Convention preceding election year.
- h. **As President-Elect:**
 - (1) Appoints the necessary standing committee Chairmen for the upcoming term of office prior to the election Convention. These Chairmen will be ratified by the new Board of Directors following the election. They shall take over their duties following the installation of the President and after adjournment of the final business session of the Convention at which the new administration is elected.
 - (2) The First Vice President (President -Elect) shall attend the Pacific Region Annual Convention and the NGC Annual Convention in the second year of his/her term. GCII will pay for the travel expenses.

- i. Performs all other duties applicable to the office as prescribed by the parliamentary authority adopted by GCII.

3. Second Vice President

- a. In the absence, disability, or resignation of the President and/or the First Vice President, shall assume the duties of the First Vice President or the Presidency.
- b. Takes a chairmanship as assigned by the President.
- c. Works with the District Directors to stimulate interest in the 'Garden Club Movement' by promoting new Garden Club memberships.
- d. Presents applications for new Clubs and Associate Memberships to the Executive Committee for ratification.

4. Recording Secretary

- a. Keeps minutes of meetings and distributes copies to the appropriate recipients (Executive Committee) within six weeks of each meeting.
- b. Maintains a file of amendments to bylaws and standing rules.
- c. Provides a copy of the minutes of all Board Meetings to the permanent files.
- d. Maintains a record of all resolutions and motions adopted affecting GCII Policy and Procedures.
- e. Files the Annual Chairman reports and keep them available for reference until the following Fall Board of Directors Meeting.
- f. Will have a current listing of Officers and Chairmen, the bylaws, the agenda, and any other necessary documents at all official meetings.
- g. After the Annual Convention mails (electronic or postal) the official roster of names (with addresses and contact information) of the GCII Officers, District Directors, and GCII Chairmen to GCII Board of Directors, Pacific Region Director, and the NGC headquarters.
- h. Annually sends the *National Gardener* Chairman a current list of GCII Officers, Board of Directors, and State Chairmen so they will receive their *National Gardener* magazine.
- i. Performs all other duties applicable to the office as prescribed by the parliamentary authority adopted by GCII.

5. Treasurer

- a. Receives all monies collected in the name of GCII.
- b. Deposits all monies in the name of GCII into designated general or specific accounts.
- c. Disburses GCII funds as authorized by the President (acting within discretionary limits) or by approval of Executive Committee.

- d. Prepares financial statements for Executive Committee and Board of Directors meetings.
- e. Monitors bank accounts to ensure they remain within prescribed limits.
- f. Maintains duplicate official records and papers of the corporation, opens books, and cooperates in financial reviews.
- g. Forwards to the Membership Chairman, Bluebook Chairman and GCII President lists of Club Members with their addresses and any changes as soon as received and mails Membership cards to the Clubs when dues are received.
- h. Sends checks for National Garden Clubs, Inc. and Pacific Region dues by June 1.
- i. Files annual federal tax return (Form 990-N) with the IRS.
- j. Obtains Idaho Temporary Sellers Permit for payment of Idaho sales tax.
- k. Receives and processes all Donor Contributions according to the IRS 501 c (3) Tax guidelines.
- l. The Financial books shall be audited at the close of the biennial election and shall be turned over to the successor not later than June 30. In case the Treasurer is incapacitated, the President shall have the authority to write checks and pay bills; both names shall be on the bank accounts.
- m. Performs all other duties applicable to the position as assigned by the President.

B. Appointed Officer Positions

1. Parliamentarian

- a. Advises all boards and clubs and renders opinions on points of parliamentary law and procedures according to the Parliamentary Authority adopted by GCII.
- b. Serves as advisor to the Bylaws Committee.
- c. Performs all other duties applicable to the position as assigned by the President.

2. Corresponding Secretary

- a. Conducts correspondence of GCII under the direction of the President.
- b. Mails (electronic or postal) notices of meetings.
- c. Performs all other duties applicable to the position as assigned by the President.

C. District and Member Club Officers

1. District Directors

- a. District Directors are the liaisons between their Districts and GCII. District Directors are members of the GCII Board of Directors and as such have the following responsibilities:
 - (1) Serve as a member of the GCII Board of Directors.
 - (2) District Directors shall not fill any other position on the GCII Board of Directors while serving as District Director except when recommended by the GCII Executive Committee and approved by the GCII Board of Directors.
 - (3) Coordinate and promote activities to stimulate interest in the clubs and endeavor to organize new garden clubs in accordance with GCII, Pacific Region and National Garden Clubs.
 - (4) Conduct district meetings and preside at such.
 - (5) Conduct a GCII Annual Convention coordinating with the State President, in rotation, as established in the GCII Bylaws and Policies and Procedures.
 - (6) Appoint District Chairmen as necessary to complete the purpose and goals of GCII, Pacific Region and National Garden Clubs. These Chairmen shall conform to the duties as outlined by GCII, Pacific Region and National Garden Clubs.
 - (7) Submit an article to the *Gem State Gardener* Editor for each issue, 3x per year.
 - (8) Attend the GCII Annual Convention and GCII Fall Board meeting or designate an alternate with voting rights.

2. Member Club Presidents

- a. Member Club Presidents are the liaisons between their Clubs and the GCII and respective Districts. Club Presidents are members of the GCII Board of Directors and as such have the following responsibilities:
 - (1) Attend at least one annual meeting as scheduled by the GCII President (or send designee).
 - (2) Communicate information about GCII and District Meetings to their Club members in a timely manner (Spring, Fall, and Convention).
 - (3) Distribute copies of GCII, Pacific Region and National communications and newsletters to club members.
 - (4) Encourage club members to participate in GCII committees, projects, and events such as but not limited to:
 - (a) Contributing to Facebook and the *Gem State Gardener*,
 - (b) Utilizing GCII website resources,
 - (c) Involvement in Youth Projects,
 - (d) Collecting for Penny Pines,
 - (e) Applying for Awards and Scholarships,

- (f) Supporting GCII educational priorities (pollinators, organic gardening, xeriscaping, etc.),
 - (g) Attending GCII conventions, District meetings, and Pacific Region and NGC conventions,
 - (h) Entering Flower Shows and attending Symposiums.
- (5) Monitor that new member information is submitted to GCII Membership Chairman in a timely manner, along with dues collected.

V. NOMINATIONS and ELECTIONS

A. Composition

1. The Nominating Committee is composed of the three (3) District Directors or a member may be appointed by the District Director for their District. District Directors are responsible to ensure these positions are not vacant.

B. Duties

1. Nominating Committee shall elect a chairman.
2. At the Fall Board meeting of odd-numbered years, the Nominating Committee shall notify all Board Members of the offices to be filled. Such notice to be published in the *Gem State Gardener* newsletter.
3. At the Annual Convention of the even years, the committee will notify the membership of offices to be filled for the following year.
4. At the Fall Board meeting of the even-numbered years the Nominating Committee Chairman shall present a slate of candidates to the Board of Directors.
5. The committee ensures each candidate understands and accepts the office's responsibilities as outlined in the GCII Bylaws and Procedures manual.

C. Eligibility and Terms of Office

1. All officers shall hold membership in a Member Garden Club and have demonstrated leadership skills.
2. The term of office of all officers shall be two (2) years or until their successors are elected or appointed. Any officer who has served more than half a term is considered to have served a full term in that office.
3. The Treasurer and the Recording Secretary shall be eligible for four (4) two-year terms. No officer shall serve longer than eight (8) years in any one position.
4. Appointed positions have no term limits.
5. Outgoing Officers and Chairmen shall transfer all materials and records belonging to their offices to their successors not later than June 30.

D. Elections

1. Officers shall be elected at the Annual Convention in odd numbered years and assume duties at the end of that Annual Convention.
2. At the Annual Convention, after the Nominating Committee has presented its report and before voting for the slate of officers, the chairman must call for further nominations from the floor provided the consent of the nominee has been obtained.
3. The election shall be held on the first day that business is conducted at the Annual Convention.
4. All elections shall be by ballot and majority vote shall elect; however, if there is only one nominee to an elected office, the President shall declare that nominee elected.
5. In the event of an emergency and cancellation of an Annual Convention of even-numbered years, the Executive Committee shall conduct election(s) by mail (electronic or postal) unless there was only one nominee.

E. Vacancies

1. In the event of a vacancy in an elected office, the President shall be empowered to appoint an interim officer with the approval by the Executive Committee and ratified by the Board of Directors at the next meeting.
2. In the event of a vacancy in the office of the President, the President-Elect or Vice-President (in order) shall succeed. See Bylaws for further explanation.

VI. MEETINGS

A. Annual Conventions

1. An Annual Convention shall be in the spring, with place and date to be set by the sponsoring District in consultation with the GCII President.
2. Attendance at the Annual Convention shall be the GCII Officers, Board of Directors, District Directors, Committee Chairmen and Members of Member Clubs.
3. In an emergency, the Executive Committee by a two-thirds (2/3) vote may cancel an Annual Convention.
4. The sponsoring District is assigned on a rotating basis in the following order: Clearwater, Southeast, and Southwest.
5. The sponsoring District's proposed registration fee for the Annual Convention should be submitted to the President and Treasurer for approval at least 100 days prior to the Annual Convention date.
6. The Annual Convention shall be financed by registrations, special programs, and funds raised by the host district. The State shall receive

one-third (1/3) and the host District two-thirds (2/3) of the profits from the sales table at the Convention.

7. The Parliamentarian must approve the Convention Rules prior to printing.
8. The Host District must submit the registration form to the *Gem State Gardener* Editor and the GCII webmaster for posting of the event at least 60 days prior to the Annual Convention.
9. Financial records of the Annual Convention shall be submitted to the Executive Board within 90 days of the close of the Annual Convention per the Convention Policy Manual available from each District Director.

B. Fall Board Meetings

1. The GCII President shall set a time and place for a Fall Board meeting at least three (3) months in advance of the meeting.
2. The Corresponding Secretary shall provide written notice of the Fall Board meeting by mail (electronic or postal) to the Board of Directors and notify the the *Gem State Gardener* Editor and the GCII webmaster.
3. Attendance at the Fall Board Meeting shall be the GCII Officers, Board of Directors, Committee Chairmen, and Members from Member Clubs.
4. The Fall Board meeting is held to conduct business of GCII and for educational purposes for its members.

C. Special Meetings

1. Special Meetings may be held at the call of the President on written request from no less than two-thirds (2/3) of the Executive Committee or Board of Directors. Board members shall be notified at least two (2) weeks prior to the meeting. Minutes of the Special Meeting must be submitted for approval at the next meeting.
2. Circumstances for calling a Special Meeting may include, but are not limited to, vacancy of Executive Officer, GCII financial issue, and issues to be addressed at future Board Meetings.
3. Special meetings cannot overrule votes from previous Board Meetings or make a change to GCII Bylaws. A special meeting maybe conducted by mail (electronic or postal) or by electronic means available to all Board Members.

D. Quorums

1. Annual Convention and Fall Board Meetings: a quorum for transactions of business requires one-third (1/3) of the Board of Directors to be present. Member Garden Clubs may appoint a Club Member as the Designated Alternate with voting rights.
2. Special Meetings: a quorum for transaction of business requires a majority of the Board of Directors.

3. Executive Committee: a quorum for the transaction of business requires three-quarters (3/4) of the Executive Committee.

E. Voting at Annual Conventions, Fall Board Meetings & Special Meetings

1. Each GCII Executive Committee member has one (1) vote except for the non-voting Parliamentarian.
2. District Directors have voting rights and will have one (1) vote each.
3. Presidents of Member Clubs will have one (1) vote each and will vote for their club membership.
 - (a) If necessary, a Member Garden Club may appoint a Club Member from their club as the Designated Alternate with voting rights.
 - (b) The name of the Designated Alternate must be submitted to the GCII President and the GCII Recording Secretary 30 days before the business meeting.

VII. THE BOARD

A. Composition

1. The Board of Directors shall be the members of the Executive Committee, District Directors and Member Garden Club Presidents.

B. Delineation of Powers

1. The Board of Directors shall be the governing body of GCII and shall transact routine business.

C. Business of the Board of Directors

1. The Board of Directors shall be the governing body of GCII and shall transact routine business. They shall adopt and maintain GCII Policy Manual and ratify all classes and categories of membership.
2. The Board of Directors shall meet at the Annual Convention and Fall Board meetings.
3. The Board of Directors may conduct business by mail (electronic or postal) or by any other electronic mean available to all Board Members.

D. Executive Committee

1. The Executive Committee consists of the President, Vice-Presidents, Past President, Recording Secretary, Treasurer, and the Parliamentarian.
2. All committee members have voting rights except the Parliamentarian.
3. The committee shall meet at the call of the President for the purpose of transacting any necessary business.
4. Any recommendations or actions taken are announced and made part of the minutes of the next Board meeting.

5. The Committee may conduct business by mail (electronic or postal) or by other electronic means available to all Committee Members.

E. Districts and District Directors

1. The GCII of Idaho shall be divided into three (3) Districts as follows: Clearwater, Southeast, and Southwest.
2. All Member Garden Clubs shall belong to a District.
3. Each District shall elect a Director, 1st Vice-Director, (2nd Vice Director optional) Secretary and Treasurer who will serve as officers starting their term in the odd numbered years.
4. A District must have a District Director who shall serve as a member of the GCII Board of Directors and shall interpret GCII programs to the District.
5. A District shall be governed by its bylaws which shall not conflict with the bylaws of GCII.
6. Each District Director or their Designated Alternate with Voting Rights is expected to attend the GCII Annual Convention and the Fall Board meetings.

F. Member Garden Clubs and Presidents

1. Member Clubs shall agree to promote the objectives of GCII, National Garden Clubs, Inc. and the Pacific Region.
2. Bylaws of any Member Garden Club shall not conflict with the bylaws of GCII and NGC.
3. At a minimum, Member Garden Clubs will have the following positions: President, Vice President, Treasurer and Secretary.
4. Each Member Club in good standing will have one vote at the Annual Convention and the Fall Board Meeting. The Member Club is responsible to notify its members of pending votes.
5. The Member Club President will be on the GCII Board of Directors and will represent and vote for their membership. If the President cannot attend, the Member Club can appoint a Club Member as a Designated Alternate with voting rights for the Annual Convention and the Fall board meeting only. (The Name of the Alternate must be submitted to the GCII President and Recording Secretary prior to the event).
6. Member Clubs will send a list of club members' names, addresses, telephone numbers and email addresses to the State Treasurer by May 1. The GCII treasurer and membership chairman should be sent updated member information throughout the year.
7. Member Clubs shall pay \$10 dues for every member in their club by May 1 of every year. The dues shall be payable to GCII and mailed to the Treasurer. A person joining the Member Club after January 1 shall pay one-half (1/2) the annual dues for that year.

8. In forming of a new Member Club the new club shall have five (5) members at the time of application and ten (10) members within the first year of establishment. The new club will work with the GCII Membership Chairman and the District Director to accomplish the required steps in forming a new Member Club.

VIII. GCII COMMITTEES, CHAIRMEN and DUTIES

- A. There are two distinct GCII Committee types: GCII Program Committees and Organizational Committees.
 1. The Program Committees and their Chairmen are responsible for specific programs supported by GCII and are identified under four distinct areas: Communications (Facebook, Website, and the *Gem State Gardener*), Education (Scholarship, Schools, Judges, Gardens, Native Plants, Habitats and Pollinators, and Life Long Gardening), Conservation (Environmental Conservation and Penny Pines) and Memorials (Blue Star and Gold Star Memorials and Arboretums, Botanical and Memorial Gardens).
 2. Organizational Committees include: Advisory, Awards, Blue Book (bylaws and procedure manual), Finance and Budget (Ways and Means and the Group Tax Exemption Program [GTEP]), Membership, and Parliamentary and Credentialing.
 3. Each Committee shall have co-chairmen when possible.
 4. Each committee should have a minimum of three (not including the co-chairmen) and there should be at least one individual from each district to make up the full committee.
 5. Committees do not need to hold formal meetings and should plan to communicate by email or by phone routinely as the need arises. The goal is to open communications in every district about GCII programs and give the committee members the opportunity to offer input from the district level. Idaho is a large state (83,642 square miles) and this is an effort to help us to work together.
 6. The installation for all Chairs will be at the Annual Convention in the odd years and their term in office will commence at that time and be for a period of two years or at the discretion of the GCII President.
 7. It is the responsibility of each outgoing Chairman to compile all files, discs, records, literature, etc. and turn over to the incoming chairman immediately after the installation to the incoming chairman. This information should be organized in a matter that can be easily accessed and used by the new Chairman.
 8. A calendar of dates that require attention of the incoming Chairman should be submitted along with any processes that must be followed provided by

the outgoing Chairman. Any suggestions or recommendation should be included.

B. Chairman/co-Chairman Responsibilities:

1. Maintain an up-to-date file of material pertinent to their Committee. This includes but is not limited to bylaw and policy procedures for the committee, minutes of meetings, and pertinent communication. No historical information should ever be destroyed. If there is ever doubt it is the Chair's responsibility to contact the GCII President and knowledgeable officers consulted.
2. Attend scheduled meetings.
3. Keep up to date by reading or communicating with other GCII, Region, and National committees.
4. Encourage district committee members to communicate and visit with their district clubs.
5. Contribute one full article to the *Gem State Gardener* newsletter that will serve as the annual report from their committee and contribute brief articles to the state newsletter as appropriate.
6. The President is an ex officio member of all committees except the Nominating Committee. Inform her of full committee meetings so that she might be able to attend at her discretion.
7. In July, send a postcard to respective National Chairman with his/her name and address, District and State. The new National Chairmen will be listed in the July-August issue of *The National Gardener*.
8. By March 31 of each year, provide two (2) copies of your annual newsletter article to the National Chairman, one (1) copy to the Pacific Region Director and one (1) copy to the State President.
9. As you write your article for the *Gem State Gardener* newsletter, remember to emphasize the work of each garden club and its members. Generous recognition of their work inspires every person to want to achieve more. Constructive criticism is good for you, your committee and others who work to achieve.
10. Brief (less than one page and bulleted) reports are due April 1 and September 1 each year. Copies are to be sent to the GCII president and recording secretary.

IX. COMMITTEES

A. COMMUNICATION

1. Facebook

- a. Social media is an effective tool for communication, promoting positive public relations, and education. The Facebook Chairman shall

implement and continue the ongoing management of the GCII Facebook page.

- b. Promote GCII through the Facebook page.
- c. Advise and encourage members to participate in discussions and information transfer.
- d. Perform site maintenance on the page, maintain standards for the format and overall design as needed.
- e. Ensure quality control for any third-party content.
- f. Update content and assist in the future development of the page as needed.
- g. Conduct other administration of the page as needed.

2. *Gem State Gardener*

- a. Editor in Chief shall write and/or compile a bulletin to keep Members informed of news and pertinent events while providing a balance of varied subjects such as horticulture, conservation, beautification, reports, etc.
- b. The Managing Editor shall meet with the State President to determine policies.
- c. The *Gem State Gardener* shall be published 3 times a year. Selection of copy used in the *Gem State Gardener* and the cutting or reworking of articles is left to the discretion of the Managing Editor. The newsletter shall be carefully proof read before publication. An absolute deadline should be set of not less than two weeks prior to publication for receiving articles and information.
- d. Each district shall have a designated associate editor who will be responsible for contributing on a regular bases to the *Gem State Gardener* and each District will be featured on a rotating basis and be the responsibility of the District Associate Editor.
- e. The District Associate Editors shall be appointed by the Managing Editor.

3. GCII Website

- a. The Webmaster shall implement and continue the ongoing development of the GCII website (www.gcii.org).
- b. Perform day-to-day site maintenance on the website and maintaining standards for its look and overall design.
- c. Perform regular navigation and browser compatibility tests.
- d. Ensure quality-control for any third-party content, and maintain and develop small web applications as needed.

- e. Update content and assist in the future development of the website.
- f. Assume responsibility for the security of the website and all associated online documentation and information.
- g. Ensure that all published material complies with current copyright and intellectual rights/laws.
- h. Promote the GCII through its website and associated online presence, including up-to-date management of the Calendar of Events.
- i. Advise Members and outside agencies on how to best optimize their content for online deployment and any other help/assistance in Information Technology that may be required.

B. EDUCATION

1. Scholarships

- a. GCII supports the education of individuals pursuing a degree in horticulture, floriculture, land-scape design, and other allied subjects. In the area of Scholarship the Chairman shall:
 - (1) Assemble the Scholarship Committee Chairman and two (2) Board Members to screen applications and select recipient for one scholarship to an accredited college in Idaho.
 - (2) If no qualified applicant applies, the GCII the Scholarship Committee is under no obligation to grant the award. The purpose of this award is to encourage the study of horticulture, floriculture, landscape design and other allied subjects.
- b. The student must be a junior, senior or graduate student; be enrolled at an accredited college, preferably in Idaho, whose major is in line with the purpose for which this scholarship was established; and with a GPA of no less than 3.25. GCII will accept the form provided by National Garden Clubs to be used by applicants for State, Regional and National applications. It may be duplicated and submitted by the GCII Scholarship Committee Chairman.
- c. Applications are to be submitted by February 20th to the GCII Scholarship Chairman in order for selection for NGC to be forwarded by the National deadline of March 1st and the Pacific Regional deadline of March 31st. It is the responsibility of the Chairman to update the information for the website and submit updates to the Webmaster in a timely manner.

2. Flower Show Schools and Symposia

- a. Flower Show Schools Chairman shall be an accredited NGC Flower Show Judge.
- b. Acquire approval from GCII Executive Committee to sponsor a Flower Show School series or Flower Show Symposium.

- c. Work with local committee to plan and organize all Flower Show School series and symposia within the state.
 - (1) Chairman may supervise all details, or may appoint or have appointed a local Flower Show School or Symposium Chairman to be elected by the sponsoring organization.

3. Flower Show Judges Council and Credentials

- a. Chairman shall maintain the permanent records of each judging student and accredited judge and his/her status.
- b. Monitor renewal of good standing for flower show judges.
- c. Authorize attendance to Flower Show Schools and Symposia for audit or credit.
- d. Initiate Life and Master status advancement for NGC certification when proper application is made.

4. Gardening Study Schools

- a. The Chairman shall facilitate and/or coordinate courses in accordance with established practices.
- b. Acquire approval from GCII Executive Committee to sponsor a Gardening Study School series or refresher.
- c. Work with local committee to plan and organize all Gardening Study School series and refreshers within the state.
 - (1) Chairman may supervise all details, or may appoint or have appointed a local Gardening Study School or Refresher Chairman to be elected by the sponsoring organization.
- d. Chairman shall maintain the permanent records of each Gardening Study student and accredited consultant and his/her status.

5. Landscape Design Study Schools

- a. The Chairman shall facilitate and/or coordinate courses in accordance with established practices.
- b. Acquire approval from GCII Executive Committee to sponsor a Landscape Design Study School series or refresher.
- c. Work with local committee to plan and organize all Landscape Design Study School series and refreshers within the state.
 - (1) Chairman may supervise all details, or may appoint or have appointed a local Landscape Design Study School or Refresher Chairman to be elected by the sponsoring organization.
- d. Chairman shall maintain the permanent records of each Landscape Design Study student and accredited consultant and his/her status.

C. CONSERVATION

1. Environmental Awareness

- a. The Chairman shall stimulate public participation in litter cleanup.
- b. Request each Club to appoint a Litter Control Chairman.
- c. Work with the local Beautification Committees whenever possible.
- d. Involve organizations, schools, youth groups, businesses, and local officials, etc. in litter prevention projects.
- e. Urge the enforcement of local litter laws.
- f. Be informed and promote and support legislation pertaining to litter control.

2. Penny Pines

- a. Purpose: This program is dedicated to replanting damaged forested areas. This fund benefits 80 National Forests in 42 States.
- b. The Chairman shall work with contributions and inquiries from GCII Members, answer questions.
- c. Contributions may be designated to National Forests in Idaho.

3. Native Plants, Wildlife, Pollinators and Habitats

- a. Purpose: Wildlife and pollinators rely on healthy habitats and a native food to maintain healthy ecosystems. Awareness and protection of these environments, and education has never been more important to decrease and prevent further decline.
- b. The Chairman shall encourage participation in the creation of Certified Backyard Wildlife Habitats backyard habitats for wildlife through programs such as the National Wildlife Federation's "Garden for Wildlife."
- c. The Chairman shall facilitate access to useful information relating to pollinator habitats and protection, food plants, and instructions on how to plant a successful pollinator garden.
- d. The chairman shall encourage Member Clubs to set up exhibits or promote community efforts in the education on pollinators and their benefits and encourage individual gardeners to be responsible in the use of insecticides and promote organic gardening practices.

4. Life Long Gardening

- a. Purpose: GCII strongly believes life-long learning enhances the quality of life and the process begins in childhood. Promoting best practices by educating our youth and to encourage a love of gardening and gathering hints and tips from lifelong gardeners. These gardening practices, tips, hints must be documented and preserved for all.

- b. Each Chairman will identify educational opportunities and encourage Garden Clubs' participation in projects such as but not limited to:
- c. **Best Practices:** Gathering tips and hints from those who have been longtime garden club members. These gardening practices must be documented and preserved for all.
- d. **Smokey Bear/Woodsy Owl:** Encourage Smokey Bear and Woodsy Owl Poster Contests, sponsored in cooperation with NGC and the U.S. Forest Service.
- e. **Youth:** Supporting and promoting affiliated youth clubs, schools and service youth clubs and youth who are interested in learning about gardening. Tools to assist this effort are the NGC President's Project "The Saved Seed" and the previous book project "The Frightened Frog". Other tools to assist in these efforts can be found at the NGC website where grant applications are available for Youth Pollinator Gardens to support the education of youth in their communities.

5. Gardening: Organic and Xeriscaping

- a. The Chairman shall promote the benefits of organic gardening by identifying articles or resources that can be shared through the GCII Facebook page, the *Gem State Gardener*, or by participation in Pacific Region or NGC projects.
- b. The Chairman shall distribute material for educational purposes on any pertinent conservation topic including the value of xeriscaping; promote awareness of our dependence upon natural resources and what they contribute in the form of economic returns, life sustaining raw materials, recreational benefits, and cultural and spiritual values; and work for the control of all types of pollution.
 - (1) Materials and information may be distributed as a website link via email to Garden Club presidents, shared on *the Gem State Gardener*, or the GCII Facebook page.
- c. The chairman will also promote the NGC project to "Plant America".

D. MEMORIALS and RECOGNITIONS

1. Blue and Gold Star Memorial Markers

- a. Purpose: This program honors those who have served, are serving, or will serve in the armed forces by establishing Blue Star Memorial Markers or Gold Star Markers in support of those who have lost a loved one in service for our country through the United States Armed Forces. The Gold Star Marker is to promote Honor, Hope, and Healing.
- b. The Chairman shall keep a current file of all Blue and Gold Star Memorial Markers, who donated them, the location and date of dedication.

- c. The Chairman shall arrange for future development of Blue and Gold Star Memorial Markers and protection of the markers now in place.

2. Arboretums (Trees and Shrubs), Botanical and Memorial Gardens

- a. Purpose: Promote and encourage the planting of trees and shrubs and to support local botanical and memorial gardens.
- b. The Chairman shall establish and maintain a current list of all State Arboretums; get on mailing lists for Arboretum newsletters and attend yearly meeting.
- c. Keep Clubs and Districts informed of upcoming activities, tours, new projects and plantings through the *Gem State Gardener*.
- d. Encourage Clubs and Districts to visit and support with financial donations their local arboretums; and invite Arboretum personnel to give programs and set up exhibits at meetings, flower shows, etc.
- e. Educate, promote and encourage the planting of trees. Trees clean the air, make shade for our homes and yards, shelter for our birds and add beauty to our homes. Some also provide food such as fruit or nuts. And seasonal color changes add new interest to our landscape.

3. Memorials and Recognition

a. Memorials

- (1) The Chairman shall collect the names of Garden Club Members, deceased and those to be honored for their outstanding performance and commitment to their Garden Club, District, State, Regional or National (including any civic or community projects) and enter them in the Book of Memorials and the Book of Recognition's. These are permanent records on file with GCII.
- (2) It is the responsibility of the Member Club to send donation(s) to the State Treasurer who will deposit it into the President's Travel Expense account. Any amount is acceptable (\$1.00 and up). Most of the donations are \$5.00, \$10.00 and \$25.00 Memorials. The Name and will be recorded in the Book of Memorials and the donation amount recorded in the Memorial Fund.
- (3) It is the duty of the Club to submit the names of their deceased and Member directly to the Chairman to be honored at the Memorial Service held at the Annual Convention.
- (4) Obituaries or news articles will be recorded in a separate folder as it applies to the Member.

b. Recognitions

- (1) The name of the individual the club wishes to honor may be a currently active member for their outstanding performance, etc. The club may request to enter their name(s) into the Book of

Recognition. Honorary Members, Members-at- Large, and deserving people in the community are eligible with a donation.

E. ORGANIZATIONAL

1. Advisory

- a. Committee shall consist of the active Past State Presidents, and the Chairman shall be the immediate Past President. The committee Chairman shall be included as a Member of the GCII Board of Directors with voting privileges.

2. Awards

- a. GCII values the recognition and promotion of excellence in gardening practices. To this end, the Awards Chairman shall:
- b. Inform Clubs and Districts of the awards available on the GCII, Pacific Region and National levels.
- c. Encourage and assist in every way possible in the preparation and application for such awards.
- d. Prepare a current list of National, Pacific Region and GCII awards, rules and regulations, and award deadlines.
- e. Appoint an Evaluation Committee of not less than three (3) to screen and select winners of GCII awards and the winning applications that are to be sent to Pacific Region or NGC.
- f. Co-sign all award applications with the GCII President in December.
- g. Review award-winning application forms for completeness and send forms and folders in one package (including winning yearbooks, each in an individual manila envelope) to the Pacific Region or NGC Awards Chairman by January 1st. Include in the package two (2) copies of the total number of GCII entries. If a publication submission requires more than one copy, it must be placed in an envelope. Exception: All NGC Publication submissions (#12 and #13 specifically) must be placed in an envelope.
- h. Prepare award certificates to be signed by GCII President and GCII Awards Chairman and presented at the Annual Meeting (Convention).
- i. Prepare a complete list of all winners to be included in the Annual Convention minutes and give copies to the Recording Secretary, GCII President and *Gem State Gardener* Editor.
- j. Advise Clubs and/or Districts applying for Flower Show Awards of the necessity of complying to the letter with the Rules and Regulations set forth by National Garden Clubs, Inc., and send an information sheet and advise them of the Educational, Sponsored Group and National Garden Clubs, Inc. exhibits requirements.

3. Blue Book: Bylaws and Procedures Manual

- a. The Blue Book Chairman shall be responsible for the bylaws committee and the procedures manual committee.
- b. The Blue Book committee shall meet at least annually to consider amendments or needed changes to keep the documents current.
 - (1) The bylaws committee will be convened at a minimum of every three years for review of the complete document.
- c. The Executive Committee shall approve changes to the Procedures Manual.
 - (1) Recommendation for changes to the GCII Procedures Manual must be submitted in writing to the Blue Book Chairman.
 - (2) The changes will then be presented to the Blue Book committee for review.
 - (3) Following review, the recommended changes will be sent to the Executive committee for approval and then added to the Procedure Manual.
- d. The Blue Book is to be formatted for the GCII website and is available to the general membership by downloading from the GCII website or upon request from the Blue Book chairman.
- e. Amendments to the bylaws are to be submitted in writing to the Bylaws committee by January 1.
 - (1) The Bylaws committee will meet to review the proposed bylaws amendments.
 - (2) All proposed amendments submitted to the bylaws committee will be forwarded to all members of the GCII Board of Directors by February 1.
 - (3) Final wording of the proposed amendments shall be submitted to all members of the GCII Board of Directors at least forty-five (45) days prior to the Annual Convention.
 - (4) Member Club Presidents should inform all club members of proposed amendment(s).
 - (5) Each amendment will be voted on separately at the Annual Convention.
 - (6) If an Annual Convention cannot be held, the bylaws may be amended by a two-thirds vote by mail (electronic or postal) ballot.
 - (7) Any changes in the NGC bylaws that affect CGII shall automatically become part of GCII bylaws.

4. Credentialing

- a. Purpose: To Certify a quorum at all BOD, Annual Conventions and Fall Board Meetings.
- b. This function shall be performed by either the First Vice President, the Treasurer, or an Executive Board member designated by the Parliamentarian.
- c. The Credentialing chairman may be appointed and trained by the Parliamentarian.

5. Finance and Budget

- a. The Treasurer will be the chairman of this committee.
- b. During the annual budget process the First Vice President, plus those designated by the President, shall serve on this committee. The President shall serve ex officio.
- c. The Chairman shall prepare an annual budget that shall be presented for approval at the first Board of Directors Meeting following the Annual Meeting (Convention). The Board of Directors thus accepts the responsibility of living within the provision of the proposed budget. The Committee shall study the financial condition of the State organization, and, in conference with the President, suggest any improvements or change in dues.
- d. The proposed budget will be reviewed by the Current and New Executive Board prior to the presentation and approval at the Annual Convention.

6. Way and Means

- a. The Chairman shall develop projects to bring added income the finances of State organization, and promote sales tables at the State Convention.

7. Group Tax Exemption (GTEP)

- a. The GTEP Chairman shall be responsible for maintaining and updating documents for GTEP.
- b. The chairman shall liaison with garden clubs to answer questions about the program, including:
 - (1) Speaking at club meetings;
 - (2) Assisting with application forms;
 - (3) Keeping current on IRS rules for 501(c)3 organizations;
 - (4) Promoting the advantages of tax exempt status for garden clubs;
 - (5) Keeping GCII President informed of progress; and

(6) Working with club officers to provide information and support for the process.

- c. The Chairman shall receive, review, and submit club applications for GCII Board approval, send out annual renewal forms to clubs, and submit list of GCII approved clubs to the IRS.

8. Historian

- a. The Historian shall compile an accurate history of the accomplishments of GCII.
- b. File biennial reports with the Recording Secretary and National Garden Clubs, Inc., with a copy to the GCII President.
- c. Preserve Certificates of Achievements and any other important documents and memorabilia, and when indicated or requested, file such items with the Idaho State Historical Society.

9. Membership

- a. Purpose: To implement methods that will assist in the recruitment and retention of members and to assist in the formation of new clubs within the state.
- b. The chairman shall maintain up-to-date lists of the Members of each Club and Affiliate, including the Officers, addresses, number of Members and furnish same to the State President and the Recording Secretary.
- c. Maintain a current mailing list for the *Gem State Gardener* newsletter of names, addresses, and email addresses of all Members and Affiliates based on information received from the State Treasurer and the Clubs.

X. REVISIONS

Date	Description	Notes:
7.17.2017	III.C.2.b: Renaming of Gem State Gardener account to General Communications Account	Funds no longer needed to publish <i>Gem State Gardener</i> .