

The Garden Club of South Carolina, Inc.  
Policy & Procedure

A. Board of Directors

1. Members of the Policy Committee include the President, three Vice-Presidents, and two Immediate Past Presidents. The First Vice President is Chairman of the Committee.
2. The Board of Directors receives and approves any recommended procedures for adopting or revising policy.
3. The Board of Directors must approve any use of the name of The Garden Club of South Carolina, Inc. to endorse any product, commercial, tour, lecture, event or organization.
4. The State President must authorize any use of the official seal and flag of The Garden Club of South Carolina, Inc.
5. Garden Club of South Carolina, Inc. does not endorse political candidates.
6. The State President must authorize any solicitation of funds from members.
7. The State President must authorize a member of the Board of Directors to use any official list of Club Presidents and Members. The member is responsible for the confidentiality of the list. The list cannot be used for the purpose of advertising or solicitation. Each District Director shall have jurisdiction over the District Master List of Clubs, and shall exercise precaution in the use of this list when needed for District work.
8. Each Board of Director Member is required to

attend all meetings of the Board, unless excused by the State President. The State President may replace an Inactive Member.

9. In the event a District Director is unable to attend a Board of Directors Meeting, the Co-Director will attend in her place. It is the responsibility of the Director to inform the Co-Director and State President of her absence.
10. All Members of the Board of Directors should submit planned goals for the two-year term to the State President prior to June 15 of the first year of the term. (Approved 4/22/97)
11. Each Board Member should prepare four (4) copies of a typed, double-spaced report for every Board of Directors Meeting, and distribute one copy each to the State President, the Recording Secretary, the Historian and the Board Member's Chairmanship permanent file.
12. The Tax ID# of The Garden Club of SC., Inc. may not be used by member clubs, corporations, or organizations except by permission of the State President. The State President shall notify the State Treasurer of approval and the State Treasurer shall send the proper form directly to the entity requesting the Tax ID#. (Approved 1/14/98)
13. The Board of Directors shall approve any change of accounting firm for The Garden Club of South Carolina, Inc.
14. The State President shall receive, at least two (2) weeks prior to a Board of Directors Meeting or Annual Meeting, written copy of any item to appear on the State President's Agenda.

15. Sponsor(s) of motions to be presented at any meeting shall distribute one (1) copy each to the State President, the Recording Secretary and the Chairman of the Committee involved in the motion.
16. Prior to presentation at a meeting, the State President must receive copies of Resolutions.17.The Computer Data Chairman shall send an updated backup of all records of The Garden Club of South Carolina, Inc. to the State President and on other chairman, named by the President, on a quarterly basis (March 31, June 30, Sept. 30, Dec. 31). (Approved 4/22/97)
17. The State President must approve a copy of each of the seven (7) District meeting “call letters”, which provide notice to member clubs.
18. The State President and Finance Committee must approve new projects and their financing, prior to presentation to the Board of Directors.
19. Members of the Board of Directors must submit, prior to march 31 of each year, itemized accounts with receipts for expenses incurred, which are relevant to the work of the office or Committee, prior to March 31 of each year, Submit documentation to the Treasurer for approval by the State President and/or the Executive Committee, for reimbursement. (Approved 4/22/97)
20. Expense allotments per budget include:
  - District Directors \$125.00
  - Committee Chairman \$ 35.00
21. The April Board of Directors Meeting of the odd-numbered year shall be a joint meeting with the outgoing and incoming members attending this meeting. All outgoing Board of Directors must

supply successors with all properties of The Garden Club of South Carolina, Inc., including records, files and other pertinent material.

22. Personnel Forms: One for each Board of Directors Member to be kept on file and updated by that chairman before the Fall Board of Directors Meeting in the even-numbered year. The Personnel and Protocol Chairman is responsible for obtaining a completed form on each new Board of Directors Member and for seeing that returning chairmen have updated personnel forms. (Approved 4/22/97)
23. Nominating Committee
  - A. The Nominating Committee shall meet on or before October 15 in the even-numbered year of an administration.
  - B. Nominating Committee Eligibility
    1. Prior District level service
    2. Attendance at three (3) of four (4) previous district meetings during previous two (2) years and attendance at one (1) State Convention during previous two (2) years.
  - C. The Chairman of the Nominating Committee shall not vote.
  - D. Recommendations for the Nominating Committee
    1. Each District representative must attend the meeting with a list of prospective nominees who have completed personnel forms.
      - Forms include:
        - \*Educational background

- \*Garden Club area of interest
- \*Garden Club experience (club officer, District Chairman, District Director, State Board member)
- \*Nominee's Ability to comply with mandatory attendance at Board Meetings and State Convention.

2. Updated personnel forms of current Board members shall be available to each member of the Nominating Committee. (Approved 4/2/97)
  3. The Nominating Committee should give serious consideration to select persons to serve as Vice Presidents who would be considered eligible for advancement to the office of President.
24. The President or Chaplain will notify each of the District Directors, who will notify each of the Board members in her District, giving the name of the deceased, time and place of the funeral and particulars for any desired memorials.
  25. The Advisory Council shall meet at least annually and upon request of the State President to advise and guide The Garden Club of South Carolina, Inc. This Council should consider long-term guidance for the organization. (Approved 4/22/97)
  26. The Executive Board shall meet at least annually and upon request of the State President to advise and guide The Garden Club of South Carolina, Inc. Members of the Board can submit, in writing, to The Garden Club of South Carolina, Inc. President, any concerns the Executive Committee should address. (Approved 4/22/05)

27. The Garden Club of South Carolina, Inc. will use a standard form of stationery. The incoming President would have the privilege of adding her name, address and theme to personal stationery. A form for acknowledgement of memorials and other necessary forms is to be included. The State President must approve all printing.
28. The Caroliniana Library, University of South Carolina, will receive all issues of The South Carolina, maintaining current The Garden Club of South Carolina, Inc. files.
29. The Garden Club of South Carolina, Inc. will print a biennial official publication, The Garden Club of South Carolina, Inc. Handbook, and will make it available to The Garden Club of South Carolina, Inc. Board of Directors, as well as to Club and Council Presidents.
30. The Garden Club of South Carolina, Inc. recommends that names to be submitted to the National Personnel Committee to serve on the National Board should be chosen from members who have been on State Board a minimum of four years. The Personnel Chairman shall review eligible Board members every two years and present a recommended list to the National Personnel Chairman, having secured the consent of the nominees to serve, if elected. (Approved 4/22/05)

## B. Districts

1. The State President must set the dates for District Meetings. The President will make travel to meetings as economical and convenient as possible and be responsible for the sound system.
2. The State President must approve Letters of

Invitation (“Call Letters”) to District Meetings. All letters must include a “return reservation slip” at the bottom. The State President must establish the time format of all meetings.

3. District Meetings are not moneymaking projects. No registration fee can be charged. The cost of lunch shall be as reasonable as feasible. Whenever possible, a Council, group of Clubs or a Club is encouraged to sponsor the Meeting.
4. The State President is always seated at the head table, immediately to the right of the District Director.
5. The District Meeting Registration Chairman shall provide the District Director a list of Chairmen and Officers attending the meeting. This should be done 24 hours prior to the Meeting. (Approved 1/14/98)
6. A map of the State of South Carolina showing District lines and towns shall be available in the Handbook of The Garden Club of South Carolina, Inc. (Approved 4/22/97)
7. When a club becomes Federated, the District in which the majority of its members resides in the District to which it belongs. Only for very compelling reasons is a Club allowed to change Districts. In this case, a statement presenting valid reasons should be given to the District Director. The Board of Directors of The Garden Club of South Carolina, Inc. makes the final decision.

### C. Conventions:

1. During the second year of an Administration the State Convention Chairman (Third Vice President)

shall consult with the incoming President and the incoming District Director of the host District and select the location for the Convention as early as possible, in order to facilitate planning. The Host Chairman shall be selected immediately to facilitate the appointment of Committee Chairman and assignment of duties.

2. The Garden Club of South Carolina, Inc., will, if requested, advance \$1,000.00 to the Annual Convention Chairman, on September 1. After expenses are paid in full, this \$1,000.00, plus any additional profit from the Annual Convention, will be returned to the General Fund of The Garden Club of South Carolina, Inc., along with the complete financial report to the President and Treasurer, by July 1.
3. The District Director of the Host District and the State Convention Chairman (Third Vice President) shall appoint a local Chairman and Co-Chairman, with the approval of the State President.
4. It is the responsibility of the State President to select speakers and plan the official program of the Convention, with the assistance of the State Convention Chairman, District Director and Hostess Chairman. During the two-year administration, the President of National Garden Clubs, Inc. is the official guest one year and the South Atlantic Regional Director is the official guest the other year. They cannot be honored guests during the same year.
5. The Garden Club of South Carolina, Inc. Flag shall be stored in The Garden Club of South Carolina, Inc. Headquarters Room located at Riverbanks Zoo and Botanical Garden and Visitors Center. It shall be taken to the Convention by the State

Convention Chairman. (Approved 4/22/97)

- 6. The State Convention Chairman shall maintain a permanent file of official Convention programs.
- 7. All expenditures pertaining to the State Convention should be included in the general expenses of the convention; Examples: Fees for speakers, all expenses of the State President, National Garden Clubs, Inc. President, and/or South Atlantic Regional Director. Corsages for honored guests should be sent for Awards Banquet and Awards Luncheons. All of these general expenses shall be deducted before the remaining profits are returned to The Garden Club of South Carolina, Inc.
- 8. The order of rotation for Districts hosting the State Convention shall be as follows: East Piedmont, 2009; West Sandhills; 2011; East Sandhills, 2013, West Piedmont; 2015; Coastal, 2017; West Low Country, 2019; East Low Country, 2021.
- 9. The Garden Club of South Carolina, Inc. Advisory Council recommends the following policies concerning the financing of the annual Board of Directors Dinner:
  - a. The Garden Club of South Carolina, Inc. President and Treasurer should contact the bank which handles the accounts of The Garden Club of South Carolina, Inc. and request that they sponsor this dinner, or make a contribution
  - b. If they so desire, the local annual convention committee could make an effort to secure local funding
  - c. If unsuccessful in the above efforts,

members of the Board of Directors would finance their own dinners.

- 10. The following is the order of rotation for hosting the South Atlantic Region: Virginia 2009; South Carolina, 2010; North Carolina, 2011; West Virginia, 2012; Kentucky, 2013.
- 11. The State President of the Host State works with the Regional Director in obtaining a site and appointing a Chairman.
- 12. The State President appoints delegates and alternates. Members who serve on Regional (SAR) and National (NGC, Inc.) Executive Boards are automatic delegates.
- 13. The number of paid memberships in the State organization determines the number of appointed Delegates at Large. The Garden Club of South Carolina, Inc. is allowed 10 (ten) delegates.

<u>Number of Members</u>	<u>Number of Delegates</u>
500 or fewer	2
501 to 1,000	3
1,001 to 1,500	4
1,501 to 2,000	5
2,001 to 3,000	6
3,001 to 4,000	7
4,001 to 5,000	8
5,001 to 6,000	9
6,001 to 7,000	10

Regardless of number of members in any State organization, the maximum number of appointed Delegates at Large is ten (10).

#### D. Clubs and Memberships

1. Immediately following club elections, clubs shall send the name of new Club President to the Computer Data Chairman.
2. All new Club Members, addresses and dues should be sent to the State Treasurer, immediately upon admission to the club. The Treasurer will forward this information to the Computer Data Chairman and The South Carolina Gardener Business Manager. All address corrections should be sent to the Computer Data Chairman and The South Carolina Gardener Business Manager. (Approved 4/22/97)
3. The one-time processing fee for a new Garden Club shall be \$5.00.
4. Clubs which become Federated after the month of September shall pay one-half the yearly per-member-in-Club dues. Those clubs attaining Federated status by April 1, shall pay dues for that fiscal year.
5. The fiscal year shall be from May 1 through April 30.
6. Clubs which are delinquent in dues receive two (2) notices of payment due. After such notice, any club remaining in arrears will be dropped from membership at the end of that fiscal year.
7. The Treasurer will be responsible for distributing a list of Clubs, which are in arrears, to the particular District Director, State Membership Chairman and the State President. At the end of the fiscal year, the Treasurer will distribute to those above-listed, the list of clubs dropped from membership.

#### E. Recognition of State President

1. The First Vice President shall be responsible for providing corsages for the State President at major events during Regional (SAR) and National (NGC, Inc.) Conventions.
2. The First Vice President shall be responsible for ordering, in a timely manner, a Former President's pin and presenting it to the outgoing State President from The Garden Club of South Carolina, Inc., at the closing ceremonies of the State Convention, upon completion of the term of office. The pin shall have the words "The Garden Club of South Carolina, Inc." on the front and shall be engraved on the back with the President's name and date of term. The estimated cost of Former President's Pin should be included in each administration's budget and should be designated for that purpose, until needed to purchase new pins. (Approved 4/22/97)
3. The First Vice President shall be responsible for collecting voluntary contributions for a gift from the Board of Directors to the outgoing State President. The First Vice President also is responsible for presenting the gift at the social function of the Board, held during the State Convention.

#### F. Memorial Resolutions

1. In case of the death of a Former or Current National President, the Third Vice President shall prepare and read a Resolution at the subsequent Board of Directors Meeting, and shall send a copy to the Corresponding Secretary of the National Garden Clubs, Inc.

2. In the event of the death of a current State President, Board of Director Member or Former State President, The Garden Club of South Carolina, Inc. shall give a named-Memorial to a related The Garden Club of South Carolina, Inc. project, in the following amounts: -\$50.00 for a current President or Former President and \$25.00 for a Board of Director Member. The Third Vice President shall read a Memorial Resolution at the next Board of Directors Meeting.

### G. South Carolina Life Memberships and Scholarships

1. Persons may become SC Life Members by applying to the SC State Life Membership Chairman. The contribution to The Garden Club of South Carolina, Inc. for a Life Membership is \$50.00. Life members continue to pay Club and State dues. The Garden Club of South Carolina, Inc. Life Members receive: (Approved 1/25/07)
  - A. Numbered State Life Membership Card & Certificate.
  - B. Recognition in The South Carolina Gardener.
  - C. Listing in the Permanent Book of SC Life Members. This book shall be kept at the Headquarters office and updated by the SC Life Membership Chairman, as needed.
  - D. Special recognition at the State Convention, both at an event, and by special recognition on name tag.
2. The HESSIE T. MORRAH Scholarship shall be the name applied to The Garden Club of South Carolina, Inc. Scholarship Program in honor of HESSIE T. MORRAH Former President of The Garden Club of South Carolina, Inc., 1946-1948, and

President of NGC, Inc., 1955-1957.

3. The Barbara Barnette Environmental Scholarship shall be the name applied to The Garden Club of South Carolina, Inc. Scholarship Program in honor of Barbara Barnette Former President of The Garden Club of South Carolina, Inc., 1975-1977, and President of NGC, Inc., 1997-1999.
4. South Carolina Life Membership contribution of \$50.00 will be divided equally between The Garden Club of South Carolina Barbara Barnette Environmental Scholarship Endowment Fund and The Garden Club of South Carolina, Inc. Memorial Garden Endowment Fund. (Approved 1/25/07)
5. 5.All monies from The Garden Club of South Carolina, Inc. Life Memberships will be deposited annually, half to The Garden Club of South Carolina, Inc. Barbara Barnette Environmental Scholarship Endowment and half to The Garden Club of South Carolina, Inc. Memorial Garden Endowment. Donations given for scholarships will be deposited annually in The Garden Club of South Carolina, Inc. Barbara Barnette Environmental Scholarship Endowment Fund. The interest from the Environmental Endowment Fund will be used by The Garden Club of South Carolina, Inc. for these Scholarships. The interest from The Garden Club of South Carolina, Inc. Memorial Garden Endowment Fund will be deposited in the Memorial Garden Operating Account. (Approved 1/25/07)
6. The amount of income available for distribution from The Garden Club of South Carolina, Inc. HESSIE T. MORRAH Scholarship Investment account or The Garden Club of South Carolina, Inc. Barbara Barnette Environmental Scholarship Investment

Account, and/or The Garden Club of South Carolina, Inc. Memorial Garden Endowment Account is to be determined by the previous year's income from that account as shown on Federal Form 1099-DIV: Dividends and Distributions, and Form 1099-OID: Original Issue Discount. Since only profits from these scholarship accounts may be used, Form 1099B: Proceeds from Broker and Barter Exchange Transactions are not included in available income. These proceeds must be reinvested and become part of the Principal balance. (Approved 1/25/07)

7. After Scholarships are awarded from The Garden Club of South Carolina, Inc. HESSIE T. MORRAH Scholarship Endowment, the remaining interest on the Federal Form 1099-DIV will be deposited to The Garden Club of South Carolina, Inc. Memorial Garden Operating Account. The remaining interest on the Federal Form 1099-DIV from The Garden Club of South Carolina, Inc. BARBARA BARNETTE Environmental Fund will be deposited into that Endowment. (Approved 1/25/07)

#### H. Awards

1. The award years shall be from January 1 through December 31.
2. The information about National, Regional and State Awards will be published in the Fall issue of The South Carolina Gardener. The State Awards remain the same for each two-year administration.
3. The Board of Directors shall approve permanent awards designated and given by The Garden Club of South Carolina, Inc.
4. The Awards Committee shall approve other State

Awards and wording of them. No trophies and/or silver will be accepted.

5. Contributions for awards from Board of Directors Members are voluntary.
6. Awards in membership categories: the number of members listed on the Membership Roster, which is sent with dues to The Garden Club of South Carolina, Inc. Treasurer, determines the official number of Club members and membership category. Clubs may apply for awards in only one membership category.

#### I. Finances

1. The treasurer shall send a current backup of all financial records of The Garden Club of South Carolina, Inc. to the President and to the Chairman of the Finance Committee on a bimonthly basis (January 31, March 31, May 31, July 31, September 30, November 30).
  - A. The Treasurer shall pay, in a timely manner, only bills submitted with a signed voucher from the President, Finance Chairman or by a poll of Finance Committee members. The Treasurer shall check addition to ensure receipts total the amount requested on the voucher.
  - B. The Treasurer will enter all transactions into the financial computer program. If a question arises as to the correct chart of account to which the transaction is to be credited or debited, the Treasurer shall confer with the President, Finance Chairman, or Finance Committee before entering the transaction.
  - C. The Treasurer, when sending a donation to

a project sponsored by The Garden Club of South Carolina, Inc., such as Land Trust, or any others, should include a letter asking that the donation be acknowledged to the President and the Chairman of that project and the Treasurer should also send a copy of the letter to the President and the Chairman involved. (Approved 4/22/05)

2. At the beginning of each Administration, the Finance Chairman will meet with all members of the Board of The Garden Club of South Carolina, Inc. who will be handling money, to present the procedures for proper receiving, accounting and reporting of all income.
3. State Chairman will record name(s) of individual(s) or club(s) and amount(s) of any monies received. The Chairman shall retain a copy. Within two (2) weeks of receipt of any monies, the Chairman shall forward said monies to the Treasurer.
4. Each State Chairman is responsible for all items being sold as a duty of the chairmanship. Chairman will keep records, which show number sold, money collected and items distributed to others for sale, and balance of items on hand.
5. Each State Chairman should acknowledge all donations from clubs or members, using written acknowledgement, by card or letter, for any donation of \$25.00, or more.
6. The Flower Show Schools Chairman is authorized to charge Judges a \$5.00 fee for processing papers and Student Judges a \$5.00 fee for processing the Handbook Examination, as set per NGC, Inc. guidelines.

7. Any Officer or Chairman purchasing items or services that are to be paid for by The Garden Club of South Carolina, Inc. should obtain estimates from more than one company and submit to the President, along with reasons for recommendation of preferred estimate. The Officer or Chairman should proceed with the transaction only after approval by the President or Finance Committee Chairman (in absence of the President). (Approved 1/14/98)
8. All special Bank Accounts affiliated with The Garden Club of South Carolina, Inc. must be approved by the Finance Committee and use The Garden Club of South Carolina, Inc. Federal ID#. These accounts must be included in the Treasurer's Report as Supplemental Report. (Approved 4/22/97)
9. The Treasurer is to submit the Treasurer's Report to the Finance Committee, prior to the meetings of the Board of Directors. (Approved 4/22/97)

#### **J. State Headquarters-Riverbanks Zoo and Botanical Gardens**

1. Suggestions for changes or additions to the State Headquarters Room in the riverbanks Botanical Garden would be submitted in writing to the State Headquarters Chairman. The state Headquarters Committee and the riverbanks Botanical Garden Committee will make the final decision on any changes or additions. (Approved 1/14/98)
2. The Garden Club of South Carolina, inc. has exclusive use of the State Headquarters for official functions. The Garden Club of South Carolina, Inc. club use, for other functions, is possible by club rental from Riverbanks.

3. The President or her designated chairman must approve all reservations for The Garden Club of South Carolina, Inc. functions.
4. The Botanical Gardens must approve all food and beverage service.
5. The Garden Club of South Carolina, Inc. Room/Office shall be used as a repository for all permanent records of The Garden Club of South Carolina, Inc., including past treasurer's records, minutes, historical data and for National (NGC, Inc.) and Regional (SAR) Awards. (Approved 4/22/97)