

## GUIDELINES FOR DISTRICT DIRECTORS

California is divided into 28 (26 active) districts to facilitate communication and cooperation. Each district is autonomous, governed by its own bylaws under a district director who is elected by the district membership. All district directors are members of the Board of Directors.

### Responsibilities to CGCI

1. Interpret and communicate CGCI programs to the district's clubs and members. It is recommended a minimum of three meetings per year are scheduled, following CGCI meetings.
2. Encourage and assist district clubs and members to participate in CGCI, PRGC and NGC projects, including awards programs and educational schools.
3. Visit the CGCI website to find current information to share with the district.
4. Attend all CGCI meetings: Fall Board, Winter Board, Pre-Convention, Convention, Post-Convention, Organizational; also, District Directors Forums. If unable to attend a meeting advise the President and ask to be excused. An alternate representative should be sent in place of an absent director, so the district is represented and stays informed.
5. At the Convention in election years both outgoing and incoming directors should attend; to have a vote, the incoming director attends as a club delegate.
  - a. **Outgoing directors** accept awards, if the winners are not in attendance, and accept recognition for the district at the Pre-Convention and Convention Meetings.
  - b. **Incoming directors** attend the Post-Convention and Organizational Meetings plus any orientation provided for new directors. They also TAKE HOME all awards and materials belonging to their district and clubs.
6. Collect award books of evidence, photos, booklets, etc. from the Awards Room at the close of Convention and return them to your clubs.
7. Encourage clubs to submit the Annual Contact Information Form, available at the website, by May 1.
8. Refer to the CGCI annual budget for budgeted expenses. Reimbursement Forms are available at the website or from the Financial Secretary.
9. Publishing a district yearbook is encouraged, send copies to the President, Vice-Presidents, and District Director Coordinator. If entering for award #55 District Yearbook Award, check the corresponding Evaluation Form on the website for content requirements.
10. Publishing a district newsletter is encouraged. Award #50.

### Installation

District directors are installed at the Convention. Upon installation they officially take office and assume their duties as members of the Board of Directors.

### Hosting CGCI Meetings

All districts are encouraged to consider hosting a board meeting and/or a convention. Offers from districts to host may be presented at any regular meeting. The offer shall state the voted approval of the district's member clubs.

### District Director Forums

The District Director Coordinator presides over Forums held at Board Meetings, Convention and Forums held using a virtual platform. Forums are planned to give guidance and information, encourage an exchange of ideas and promote cooperation between districts. Suggestions for topics of discussion are always welcomed. The President and Vice Presidents are always welcome to attend, and guest may attend with approval of the Coordinator.

### Reports

Oral reports are required at the Winter Board Meeting and the Convention. Report on successful club events and why they were successful tour, fundraiser, exceptional program etc. and share an event which didn't go as planned so others may learn from it. Board members are listening for ideas for their own districts and clubs. It is not necessary to report about each club at every meeting, summarize items of interest. A time limit will be announced prior to each meeting. Eliminate extra words to stay within the time limit and report only important news from the district. Email reports within two days of the close of a meeting to the President, District Director Coordinator, *Golden Gardens eNews* Editor and a condensed (100 words maximum) report to the Recording Secretary

for distribution with the minutes. When reporting, district directors should refer to themselves in the third person and use correct titles: Modesto Garden Club; Palomar District; California Garden Clubs, Inc.(CGCI); Pacific Region Garden Clubs Inc. PRGC; National Garden Clubs, Inc. (NGC).

### **District Visits by the President**

The President and/or Vice Presidents should be invited to visit a district at least once during their term. Offer complimentary hospitality; allot time for the President to address the members; ask the President to present any certificates/awards; and invite and recognize local CGCI Board Members.

### **Presentation of Certificates**

Honoring and thanking clubs and club members is one of the most important and rewarding services that CGCI can perform. Certificates of Merit and Certificates of Achievement may be purchased from the State Pins & Miscellaneous Sales Chairman. Long-Service Certificates for members are available at no charge from the Certificates Chairman.

## **GUIDELINES FOR CHAIRMEN**

CGCI offers many benefits and services through its chairmen and officers. Chairmen are appointed by the President for their knowledge, interest and/or ability in a particular field and will provide material and assistance upon request. Many are available without charge for programs and workshops pertaining to their chairmanships.

### **General**

1. All chairmen are members of the Board of Directors.
2. Chairmen are appointed by the President and ratified at the post-Convention meeting following the close of Convention. A chairman has only one vote at meetings regardless of the number of positions held.
3. A chairman's primary goal is to serve as a resource and to educate members and the public about CGCI, its objectives, and the objectives of their chairmanship.
4. If chairmanships overlap, those chairmen should work together and/or assist each other.
5. Chairmen should:
  - a) Research the chairmanship.
  - b) Become familiar with the Bylaws, awards, and other chairmanships.
  - c) Seek-out and collaborate with like-minded organizations to share ideas and cooperate in areas of mutual interest.
  - d) Collaborate with NGC and PRGC counterparts to obtain information. Find out if there are corresponding district or club chairmen to whom information may be disseminated.
  - e) Present Certificates of Merit or Achievement to clubs, districts, or individuals in recognition of outstanding work related to the chairmanship.
  - f) Frequently access the CGCI, PRGC and NGC websites to be current with information provided.
  - g) Share information with the members via reports and articles.
  - h) Request a page on the website to promote the chairmanship.
  - i) Encourage participation in the awards programs of CGCI, PRGC and NGC.
  - j) Help judge award entries that are related to the chairmanship.
  - k) Use information in award entries to share with other groups.
  - l) Review the chairmanship description in the yearbook online, propose changes to the President and Yearbook, Manual & Roster chairman by July 1.
  - m) Review the procedure book and update it as needed. If none exists work with the Chairmen Coordinator to create one. Check Procedures & Guidelines at the website to ensure the information you have is correct.
  - n) Refer to the annual budget for budgeted expenses. Reimbursement Forms are available at the website or from the Financial Secretary.
  - o) Mentor an assistant to help during the current term and to develop a successor.

6. Some chairmen are responsible for judging awards:
  - a) After judging mail first place winners to the Awards Chairman; deliver remaining entries to the Awards Chairman at the Winter Board Meeting.
  - b) Prepare lists of winners for the Awards Chairman.
7. Chairmen are encouraged to submit newsworthy articles to *Golden Gardens eNews* and create educational pamphlets to be published by CGCI upon approval from the Board of Directors.
8. Chairmen may be asked to conduct workshops or make exhibits.
9. Send copies of letters/documents pertaining to CGCI to the President.
10. Direct questions, concerns, problems to the Chairmen Coordinator.

#### **Attendance at Board Meetings and Convention**

1. Chairmen should attend all meetings: Fall Board (September/October), Winter Board (January/February), Pre-Convention, Convention and Organizational (June); when possible, attend CGCI sponsored functions.
2. Chairmen unable to attend a meeting should advise the President and ask to be excused.
3. Chairmanships may be showcased by exhibiting at Convention. Prepare an exhibit which could also be loaned to clubs and districts for meetings, flower shows, etc. Request an Exhibit Room Space Form available from the Exhibit Room Chairman.
4. Expenses incurred in attending CGCI meetings are the personal responsibility of the chairman but are tax deductible as allowed by law.

#### **Chairmen Forums**

The Chairmen Coordinator presides over Forums held at CGCI Meetings. Forums are planned to give guidance and information, encourage an exchange of ideas and promote cooperation. Suggestions for topics of discussion are welcomed. Each chairman will be required to present an exhibit, germane to their chairmanship, at one of the three annual meetings, space allotted 24" wide by 30" deep per exhibit. Chairmen will receive notice of the Forum approximately two weeks prior to a meeting.

#### **Reports**

Chairmen are encouraged, but not required, to give oral reports. A time limit will be announced prior to each meeting. If a report is given email copies, within two (2) days of close of meeting, to the President, Chairmen Coordinator, *Golden Gardens eNews* Editor and a condensed (100 words or less) report to the Recording Secretary for distribution with the minutes. Reporting chairmen should refer to themselves in the third person and use correct titles: Modesto Garden Club; Palomar District; California Garden Clubs, Inc.; Pacific Region Garden Clubs, Inc.; National Garden Clubs, Inc.

#### **Information for District Directors**

Chairmen wishing to share information with district directors should submit it, preferably electronically, to the District Director Coordinator for dissemination.

#### **Golden Gardens eNews Articles**

Articles by chairmen are welcomed and encouraged. Articles submitted to the Editor should be concise and limited to 350 words or less. An article may be abridged for *Golden Gardens eNews* with reference to a full-length version published elsewhere on the website.

## **GUIDELINES FOR CLUB PRESIDENTS**

A club president assumes the duties of the office with dignity; it is an honor to represent the club in its various fields of endeavor. A president should be familiar with the more general rules of parliamentary law and with the club's bylaws and standing rules; should plan to attend all district meetings and the CGCI Convention. Club presidents receive complimentary copies of the CGCI Directory and NGC's quarterly publication, *The National Gardener*. Electronic publications *Golden Gardens eNews* and PRGCs WACONIAH are complimentary and available by subscription from the website.

1. A joint meeting of both retiring and incoming officers may be called for the purpose of transferring procedure books and bank signature cards plus discussing items of business and club projects. This helps maintain continuity where long-range programs are affected.

2. By May 1, provide the district director with names and addresses of incoming officers, meeting dates and other district-specific information.
3. By May 1, complete and submit CGCI's [Annual Contact Information Form](#).
4. Ensure dues have been paid to CGCI prior to October 1 so your club is eligible for Liability Insurance and the Group Tax Exemption Program.
5. Appoint as many club chairmen to coincide with district chairmen as possible, send their names and addresses to their district counterparts so information may be channeled to the clubs through these chairmen.
6. Club meetings should be carefully planned to achieve variety and points for award #10 Blue Ribbon Certificate of Achievement.
7. Club meetings should follow an agenda for which a quorum of members must be present. All business is introduced by means of a "motion." Until a motion is made and seconded, there can be no discussion or debate on a subject.
8. Minutes are the official record of club activities. Minutes may be written in many forms but should always be correct. Only actions by the club, not what was said in the discussion, are recorded. The record should state the maker of a motion but need not name the member who seconded the motion. The result, whether passed, failed, or referred to committee, should be recorded. A president should receive a copy of the minutes prior to the next club meeting to aid in the preparation of the agenda and as a reminder of any unfinished business recorded.
9. A written report, briefly listing the accomplishments and continuing activities of the club, should be sent to the District Director upon request, to aid in preparing reports for the CGCI meetings. The club should retain a copy for its files.
10. Expenses incurred in attending CGCI meetings are the personal responsibility of a president. Clubs are encouraged to budget funds to help defray these expenses.
11. Publishing a club yearbook is encouraged; it may include a membership roster, club meeting dates with expected programs and speakers, dates of local, district, state, regional and national events, etc. Copies should be sent to the District Director, CGCI President, Vice-Presidents and two copies entered for the Club Yearbook Award #54.
12. Club newsletters, electronic or hardcopy, may be published monthly, bimonthly, or quarterly. They are an invaluable informational tool for members. Copies should be sent to the District Director, CGCI President, Vice-Presidents and *Golden Gardens eNews* Editor and entered for the Newsletter Award #50.
13. The website offers linking to member clubs' websites. The Website Award #53 and Social Media Award #52 are open to clubs.