

## **POLICY & PROCEDURES**

### **AFFILIATE MEMBERSHIPS IN OTHER ORGANIZATIONS**

Bylaws, Article 1, Section 2

1. CGCI affiliate memberships in other state, national and international organizations shall be as authorized by the Board of Directors upon determination that no conflict exists between the stated objectives of CGCI and the affiliate organization(s), and that membership in the affiliate organization(s) will not jeopardize CGCI's tax exempt status at any government level.
2. Dues for CGCI affiliate memberships in other organizations shall be included in the budget and paid from the General Fund when due.
3. Such affiliations are listed on the Title Page of the Yearbook, Manual & Roster under Affiliate Memberships.

### **AWARDS**

1. All awards shall be given on merit; there is no limit to the number which may be won by an individual, garden club, council, associate plant society or district.
2. Winners of Pacific Region and NGC awards may be announced at the CGCI Convention provided the Pacific Region and NGC Conventions precede it.

### **BLUE STAR MEMORIALS**

1. A Blue Star Memorial Fund has been established to assist clubs and districts in purchasing Blue Star Memorial markers.
2. Blue Star Memorial Fund money may be used for refurbishing existing markers.
3. Requests for financial assistance in completing a Blue Star Memorial marker project shall be made through the Blue Star Memorial Chairman.
4. Expenses of the Blue Star Memorial Chairman, in excess of the chairman's budgeted \$50, shall be submitted to the Executive Committee for approval and paid from the Blue Star Memorial Fund.

### **COUNCILS**

Council meetings may be held in conjunction with symposia, board meetings and conventions.

#### **California Consultants Council (CCC)**

1. CCC membership is open to fully accredited environmental, gardening and landscape design consultants, provisional consultants and consultants emeriti, upon payment of dues at the beginning of each two-year term.
2. The CCC chairman is responsible for planning and conducting meetings of the Council and for CCC sponsored awards and/or events.
3. The chairman's expenses, the CCC awards and related council expenses are paid from the CCC Temporarily Restricted Fund (line code 31519).

#### **Flower Show Judges Council**

1. A new council may be established upon presentation of a petition to the Executive Committee, this should include the proposed council's objectives and the signature of each founding member.
2. Flower show judges shall not accept fees for judging flower shows sponsored by member clubs or organizations affiliated with NGC. Mileage reimbursement may be accepted.
3. Membership in more than one judges council is permitted.

### **EDUCATIONAL SCHOOLS (NGC)**

#### **Flower Show Schools Committee**

1. The chairman shall be the Flower Show Schools Chairman. Other members are the chairmen of Awards, Schedules, Judges Credentials, Judges Council, Symposia and any others deemed necessary.
2. The Flower Show Schools Chairman is responsible for the Flower Show Schools program within CGCI and for adherence to NGC requirements; maintains the file of each flower show student and student judge; maintains a record of all courses of a flower show school series and the Handbook examination; provides a current list of student judges to the Yearbook, Manual & Roster Chairman by July 1st annually.
3. The Credentials Chairman must provide current lists of judges in good standing, including expiration year of their credentials, and judges emeriti to the Yearbook, Manual & Roster Chairman by July 1st annually.

4. NGC policy as defined in the Handbook For Flower Shows, Flower Show School Manual, Instructor's Manual and directives published in The National Gardener shall apply to the CGCI Flower Show Schools program.
5. Expenses of all Flower Show Schools committee chairmen are paid from the General Fund, budgeted chairman expenses up to \$50 each; expenses in excess of this shall be submitted to the Executive Committee for approval and paid from the Educational Schools Fund. Symposia Chairman expenses in excess of \$50 shall be paid from the Symposium Fund upon approval of the Executive Committee.
6. Correspondence to NGC chairmen and to NGC headquarters must be sent through the Flower Show Schools Chairman.
7. Flower Show symposia are held at least once per term.

**Environmental Schools, Gardening Schools, Landscape Design Schools**

1. Schools chairmen shall: (a) keep complete records of all consultants, provisional consultants and students, including refresher status; (b) answer questions regarding consultants' certifications and notify consultants when their five-year renewal will lapse; (c) provide a current list of provisional, accredited and master consultants, including the expiration year of their credentials, and an updated list of consultants emeriti to the Yearbook, Manual & Roster Chairman by July 1st annually.
2. Chairmen expenses shall be paid from the General Fund, budgeted chairman expenses up to \$50 each, expenses in excess of the \$50 shall be submitted to the Executive Committee for approval and paid from the Educational Schools Fund.
3. Correspondence to NGC chairmen and to NGC headquarters must be sent through the relevant school chairman.
4. Advanced study programs are occasionally offered for all disciplines.

**ENDOWMENTS** Refer to Bylaws, Article XIV, Sections 8,9.

CGCI Endowment Fund Charter

CGCI Scholarship Endowment Fund Charter

Donations may be designated for either fund or split between both.

**FINANCES**

1. All motions directing the expenditure of CGCI monies shall specify from which designated fund and line code the monies shall be paid.
2. Printing and postage expenses for the minutes of all board meetings and conventions shall be budgeted and paid from the General Fund as part of the Recording Secretary's budget

**Chairmen Who Process Funds**

1. Each chairman who collects money in the name of CGCI shall complete the online Cash Receipt Form OR make a cash receipt schedule in triplicate. The chairman shall keep one copy for the files, send one copy to the Financial Secretary, and send one copy with check(s) to the Treasurer within 30 days of receipt.
2. Project chairmen or the Donations Coordinator will issue an IRS letter approved by the Financial Advisor acknowledging the donation amount.

**Financial Procedure for Sponsoring or Hosting Functions**

Board Meeting

Convention

Flower Show Schools

\*Symposia

Landscape Design Schools

Gardening Schools

Environmental Schools

Bi-Refreshers/Tri-Refreshers

\*Wildflower Conference

\* CGCI's Employer Identification Number (EIN) for these functions **ONLY** is used with dedicated checking accounts available from the financial officers upon approval by the Board of Directors, signatories to be filed for each checking account.

1. **The CGCI EIN may not be used** (except \* above).
2. Revenue from board meetings and conventions shall be governed as follows:

- A. Revenue from board meetings shall be retained by the host.
- B. Revenue from conventions is divided as follows: half the net proceeds go to the General Fund and half is retained by the host.
3. Individuals or commercial enterprises wishing to sell products or take orders at conventions and board meetings must be approved by the Executive Committee and pay an agreed percentage of the gross sales and/or a table fee. Revenues shall be divided equally between the General Fund and the function host.
4. Financial records of the convention shall be maintained under the direction of the Convention Chairman and may be reviewed by a qualified individual approved by the Board of Directors.
5. The financial objective of sponsoring or hosting the following state functions is to break even. If there is a gain or loss, the financial responsibility is as follows:
- Gain or loss transferred to a specific fund:  
 Convention - 50% or half to/from the General Fund  
 Wildflower Conference – Wildflower Fund  
 Symposia - Symposium Fund
- Gain or loss remains with sponsor or host:  
 Designation **sponsor** is used for schools, symposia, bi-refreshers and tri-refreshers.  
 Designation **host** is used for board meetings and conventions.
- Board Meeting  
 Convention - 50% or half retained by the host  
 Flower Show Schools  
 Landscape Design Schools  
 Gardening Schools  
 Environmental Schools  
 Bi-Refreshers and/or Tri-Refreshers
- If a loss should occur the sponsor or host may appeal to the Executive Committee for possible monetary reimbursement.
6. Within 90 days of the close of a function or each course in a school series, the chairman shall send copies of the financial report as follows:
- Conventions**  
 Send reviewed financial report to:  
 President, Financial Secretary, Treasurer, Hotel Contracts Chairman, Boards & Conventions Chairman.
- Board meetings**  
 Send financial report to:  
 President, Financial Secretary, Boards & Conventions Chairman, Hotel Contracts Chairman.
- Educational Schools (each course)**  
 Send financial report to:  
 President, Financial Secretary, Educational Schools Finance Chairman, appropriate school chairman.
- Symposia, Bi-/Tri-Refreshers**  
 Send financial report to:  
 President, Financial Secretary, Treasurer, Educational Schools Finance Chairman, appropriate school chairman.
7. The financial outcome shall be recorded in the minutes in the appropriate chairman's report.
8. The financial outcome of each course in educational schools will be monitored by the Educational Schools Finance Chairman.
9. NGC examination fees for NGC school courses, Handbook examinations, symposia examinations and refresher fees shall be processed by the applicable CGCI school chairman. NGC fees shall be sent to NGC.
- GOLDEN LEGACY SOCIETY**  
**GRANTS AND LOANS**  
**Grants -**  
 Grants of \$250 are available for each course of a ratified school upon approval of the proposed budget by the Educational Schools Finance Chairman. Excluding Course 1 for the following schools:  
 Flower Show School – see Helen Minor Fund.

Gardening School and Landscape Design School - see Eleanor Miller Fund

### **Loans**

Upon approval of the Board of Directors the following loans for preliminary expenses are available:

\$1,000 - Convention; Pacific Region Convention when CGCI is the host.

\$500 - Flower Show Symposium.

\$500 - Board meetings; refreshers; wildflower conferences.

If Course 1 is profitable, no additional grants may be applied for remaining courses unless required for the school to break even overall.

### **GROUP TAX EXEMPTION PROGRAM (GTEP)**

The application made by CGCI for a group exemption letter recognizing subordinate clubs as organizations of the type described in Section 501(c)(3) of the Internal Revenue Code was approved by the IRS on November 15, 2006. CGCI is thereby authorized by the IRS to include subordinate clubs, which have met all requirements set forth by the IRS under Section 501(c)(3) of the Code, to be included in the CGCI Group Tax Exemption Program. The California Franchise Tax Board (FTB) has authorized CGCI to grant similar state nonprofit tax exempt status to group exemption subordinates, retroactive to November 15, 2006. Therefore CGCI can grant qualified clubs and districts full, non-profit tax exempt status with the IRS and the California FTB; the CGCI annual filing of subordinates shall be completed to the IRS by March 15. Participation in GTEP is optional and not included with membership, a district or club must apply to be included in the program. To qualify for inclusion in GTEP, clubs and districts must agree to follow the guidelines required by the IRS and the California FTB and successfully complete the application process administered under the supervision of the GTEP Chairman and the Financial Consultant. Group tax exemption status is renewable each year thereafter.

### **HONOR BOOK**

This Honor Book has evolved from the Green, Gold and Copeland Fund Honor Books, all are displayed at the annual convention.

**LIABILITY INSURANCE** Bylaws Article XVII.

### **MEETINGS**

**Annual Meetings/Conventions** - Refer to Bylaws Article XI

Voting status of the attendee will be indicated by issuance of a voting card or indication of delegate status on attendee's identification badge

### **NGC & Pacific Region Conventions**

1. CGCI shall be represented at NGC and Pacific Region Conventions as prescribed in the NGC and Pacific Region bylaws.

2. The suggested order for the selection of delegates to NGC and Pacific Region conventions shall be as follows: (a) former presidents in order of seniority; (b) officers; (c) district directors; (d) former NGC officers and chairmen; (e) former Pacific Region officers and chairmen; (f) chairmen; (g) other members.

### **MEMBERSHIP**

#### **Club Membership**

1. Applications for membership shall be made to the Membership Chairman on an Application Form to be signed by the district director, except for associate plant societies, and accompanied by dues payable to CGCI. Upon receipt of application and dues a New Member Packet will be sent to the new president containing: welcome letter, guidelines for the treasurer, Yearbook, Manual & Roster, Golden Gardens eNews subscription and other relevant information. Clubs receive individual membership cards; associate plant societies receive individual membership cards upon request: affiliates receive one membership card for their records.

2. New clubs in all membership classes shall be ratified by the Board of Directors.

#### **Youth Garden Clubs**

1. Applications for junior, intermediate and high school youth garden clubs shall be made to the Youth Activities Chairman and signed by the sponsoring club president and the district director. Youth garden clubs are ratified by the Board of Directors.

2. Junior garden clubs comprise students from pre-school through sixth grade. Intermediate garden clubs comprise students from seventh through ninth grade. High school gardeners comprise students from tenth through twelfth grade and include ninth grade in a four-year high school.

3. All youth garden clubs must be sponsored by a member garden club or district they have all the privileges of CGCI except the rights to vote and hold office. Dues shall be the option of each youth club.
4. Youth garden clubs pay no dues to CGCI.
5. CGCI pays a total amount of \$10 (ten) annually to NGC for youth garden clubs.
6. Youth Projects are unratified school gardening or horticulture groups whose projects and/or programs are supported in some manner by the sponsoring club or district.

### **Life Memberships**

1. Applications are available from the Life Membership Chairman and the website:
2. Life Memberships are honorary and require a one-time designated fee - Refer to Bylaws Article IV, Section 3(g).
3. All monies from the purchase of a Life Membership are deposited in the Scholarship Donations/Life Membership Fund.
4. New Life Members shall be ratified by the Board of Directors.
5. Clubs shall pay CGCI dues for all club members holding Life Memberships. CGCI Life Members shall pay club dues as prescribed by their club's bylaws.

### **MEMORIALS**

1. Upon the death of a CGCI board member, a contribution from the General Fund in the amount of \$50 shall be made to the current President's Project.
2. Upon the death of a former CGCI president, a contribution from the General Fund in the amount of \$100 shall be made to the current President's Project.

### **NEWSLETTER: GOLDEN GARDENS eNEWS**

A monthly electronic publication containing CGCI news, information and articles of interest. The newsletter is complimentary and disseminated via email to subscribers. Board Members and club presidents automatically receive subscriptions all others should complete the subscription form:

### **NOMINATIONS AND ELECTIONS**

Refer to Bylaws Article VI

#### **Nominations**

1. The Board of Directors-elected members of the Nominating Committee are expected to attend Nominating Committee meetings at fall and winter board meetings, conventions and at the call of the Nominating Committee Chairman.
2. The Nominating Committee shall meet prior to the adjournment of the convention in odd-numbered years, at the call of the Parliamentarian, to elect its chairman.
3. Recommendations of qualified candidates may be sent to the Nominating Committee no later than January 1 in odd-numbered years. The Nominating Committee is charged with obtaining the best qualified candidates for the offices to be filled but it is not bound by recommendations received or suggestions of potential candidates submitted, these recommendations and suggestions serve as information only.

#### **Elections**

1. An election shall be held on the first day that business is conducted at the convention in an odd-numbered year; if there is only one candidate for each office election is by voice vote.
2. If the election is to be by ballot the appointed Chairman of the Election Board shall supervise the arrangements for voting in a polling room separate from the assembly room; provide ballots containing the names of candidates submitted by the Nominating Committee, with additional spaces for writing in names of nominees from the floor including their district affiliation; and maintain order and quiet in the polling room.
3. An alphabetical list of eligible voting members shall be prepared by the Credentials Chairman prior to the opening of the polls. The voting hours, two or more, shall be determined by the Executive Committee. No less than three members of the Elections Board shall be on duty during voting hours.
4. The ballot box shall be sealed after the opening of the polls and until the count begins. The count shall continue without interruption until completed, when the ballot box shall again be sealed unless a recount is called for by the Executive Committee. At no time shall the ballots be handled by anyone

other than the Election Board. The sealed ballot box shall be given to the Recording Secretary for storage until expiration of the term. At that time, the ballots shall be destroyed.

5. The Chairman of the Election Board shall report the results of the election to the president at the next business session conducted at the convention.

#### **OFFICERS AND BOARD MEMBERS**

**Officers** - Refer to Bylaws Articles

#### **Board Members**

District Directors - Refer to Bylaws Article IX

Chairmen - Refer to Bylaws Article X

#### **SCHOLARSHIPS**

1. Scholarships are funded by the CGCI Scholarship Endowment Fund and the Scholarship/Life Membership fund. They may be awarded to college juniors, seniors and graduate students, including doctoral program students, who plan careers in fields related to the activities and objectives of CGCI.

2. With the approval of the Executive Committee and the Board of Directors, additional scholarships may be offered through CGCI by individuals, clubs, or districts, with students applying through the Scholarship Chairman

**WEBSITE** Refer to Standing Rule 60.

#### **MISCELLANEOUS**

##### **Amenities for NGC President and Pacific Region Director when CGCI Guests**

Lodging, meals and registration are provided, including one day prior to and one day following the meeting or event.

##### **CGCI Invited Guests**

Meals of guests and speakers invited by the Executive Committee shall be paid from the General Fund. (I/c 2901)

##### **CGCI Projects**

The Advisory Council monitors current projects to determine their viability, worthiness and expiration date as per the project resolution. The Council will advise the Executive Committee at the winter board meeting on the continuation or termination of each project.

##### **Product Endorsement or Commercial Enterprises**

Proposals to endorse products or commercial enterprises shall be investigated to determine that such endorsement would not be in conflict with CGCI's stated objectives nor jeopardize CGCI's tax exempt status at any government level.

##### **Redwood Tree Honoring CGCI Presidents**

Commencing at the Annual Meeting in 1970, and every ten(10) years thereafter, a redwood tree shall be purchased to honor each of the presidents in office during that decade. The tree is selected by the Sempervirens Fund Chairman in the Big Basin Redwoods State Park. Money to come from the Honor Book.