STANDING RULES

1. The geographical boundaries of the districts and their delineation are as follows, however some clubs will not fall into these boundaries in accordance with exceptions provided for in Bylaws Article IX: (September 2024)

ARBORETUM San Gabriel foothills in Los Angeles County to Whittier, including Glendale, to Orange and San Bernardino Counties.

BAY BRIDGES Alameda and Contra Costa Counties west of the Berkeley-Oakland Hills including the cities of Pinole and Fremont.

BAY OCEAN All of San Mateo and San Francisco Counties including the City of Palo Alto.

BUTTES Counties of Butte, Colusa, Glenn, Sutter (except for the Rio Oso Area in the southern portion) and Yuba (except for the Wheatland area on the southern border).

CASCADE Counties of Shasta, Tehama and Trinity.

CENTRAL COAST COUNTIES Counties of Monterey, Santa Cruz and San Benito.

CHANNEL ISLANDS Counties of Ventura and Santa Barbara except that portion of Santa Barbara County west and north of a line drawn from Gaviota to the junction of Highways 33 and 166 near the northeastern corner of the county.

COSTA VERDE Southwestern Los Angeles County south of Manchester Avenue-Firestone Boulevard (State Highway 42) to Interstate 5 and Orange County line.

DESERT EMPIRE Kern County east of the cities of Tehachapi and Kernville, Antelope Valley in Los Angeles County, San Bernardino County northwest of Interstate 15 to Interstate 40, including Barstow, north of Interstate 40 and all of Inyo County.

DIABLO FOOTHILLS Contra Costa and Alameda Counties east of Berkeley-Oakland Hills including the Highway I-680 corridor.

GOLDEN FOOTHILLS Counties of El Dorado, Nevada and Placer.

GREATER LOS ANGELES Coastal and central Los Angeles County north of Manchester Boulevard; Malibu and Hollywood.

HUMBOLDT Counties of Humboldt and Del Norte.

LUTHER BURBANK Counties of Sonoma, Napa and Marin.

MENDO-LAKE Counties of Mendocino and Lake.

MONTANA DE ORO All of San Luis Obispo County plus the portion of Santa Barbara County, which lies north and west of a line drawn from Gaviota to the junction of Highways 33 and 166 near the northeastern corner of the county.

ORANGE COUNTY Orange County.

PALMS TO PINES Western San Bernardino and western Riverside Counties; to northern and eastern boundaries of San Bernardino National Forest area.

PALOMAR Counties of San Diego, Imperial.

PLUMAS LASSEN Counties of Plumas, Lassen and Sierra.

ROADRUNNER Eastern San Bernardino and eastern Riverside Counties, east from Interstate 15, and San Bernardino National Forest area; north to Interstate 15 and Interstate 40 excluding Barstow.

SACRAMENTO RIVER VALLEY Counties of Sacramento, Solano, Yolo, Sutter (Rio Oso area) and Yuba (Wheatland area).

SAN FERNANDO VALLEY Northwestern Los Angeles City and County from north face of the Santa Monica Mountains through San Fernando Valley, excluding Antelope Valley.

SANTA CLARA VALLEY Santa Clara County excluding the City of Palo Alto.

SEQUOIA FOOTHILLS Counties of Fresno, Kings, Tulare and western Kern County, including the cities of Tehachapi and Kernville.

TOP O' THE STATE Counties of Siskiyou and Modoc.

VALLEY LODE Counties of Alpine, Amador, Calaveras, Mono, San Joaquin, Stanislaus and Tuolumne.

YOSEMITE GATEWAY Counties of Madera, Mariposa and Merced.

2. Deleted May 21, 2024.

3. Proposed amendments to standing rules and policy shall be submitted to the governance committee chairman. Amendments to standing rules may be made at a board meeting by a majority vote with notice or a two-thirds vote without notice. (May 2024)

4. New policies or proposed policy amendments shall be submitted to the governance committee. The recommendations of the governance committee shall be sent to the advisory committee for comment and to the executive committee for final approval. (May 2024)

5. Each term, the president shall appoint a vice president, or the parliamentarian, to chair the governance committee which shall include the parliamentarian and five additional members, or six additional members if the parliamentarian is the chairman. The vice presidents may attend the meetings and participate except for the right to make motions and the right to vote. (May 2024, June 2025)

6. The board of directors shall investigate and approve all proposals to endorse any products or commercial enterprises to determine if such endorsement would be in conflict with CGCI's stated objectives, or jeopardize CGCI's tax exempt status.

AWARDS

9. 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. (May 2024)

10. New awards or changes in awards shall be submitted to the awards chairman who shall present them to the awards committee for approval. Changes must be agreeable to both the awards committee and the sponsor. Any award may be discontinued from the awards program upon approval of the awards committee and consultation with the sponsor.

11. Cash shall be accepted for any new awards offered. Rosettes, ribbons, donor certificates, trophies and plaques will not be accepted. CGCI shall provide the certificates.

12. Money from sponsors must be on deposit with CGCI by August 31 of the year prior to the next convention, where the awards will be presented. Unpaid accounts will be liable for termination after this date.

CHAIRMEN AND COMMITTEES

15. Each chairman has the responsibility of maintaining an updated procedure book pertinent to their chairmanship. The procedure book shall be passed on to the next chairman at the organizational meeting following convention in each election year.

16. The president-elect shall set his/her board (invite, select and confirm those serving as committee chairmen) no later than May 1 of the year he/she is installed.

17. Names and email addresses for members of the nominating committee shall be published in *Golden Gardens.* (May 2024)

DISTRICTS AND CLUBS

20. Clubs are encouraged to hold their elections before the convention in order to have correct information for the roster.

21. Districts are encouraged to compile a yearbook or roster listing names and addresses of district officers and chairmen, clubs within the district, dates of district meetings, and other pertinent information. (May 2024)

22. Notification of changes in roster information for presidents and treasurers of clubs, associate plant societies and affiliates must be updated annually, and whenever changes occur, in the manner prescribed by CGCI. (June 2025)

FINANCE

30. Copies of financial reports of CGCI functions shall be sent by the event chairman within ninety days of the close of function as follows:

(a) board meetings to president, financial secretary and board and convention coordinator

(b) symposia, refreshers, forums and conferences to president, treasurer and appropriate state chairman

(c) each course in educational schools to president, financial secretary, and appropriate state chairman. (January 2025)

31. Proposed sales at a CGCI function that would benefit an individual or organization or business other than CGCI must first be approved by the function host and CGCI president. (September 2026)

(a) A commercial vendor shall pay a percentage of the gross sales and/or a table fee as agreed upon in the signed Vendor Sales Agreement.

(b) A host club or district may sponsor sales tables/boutiques or related fundraisers at a CGCI board meeting or convention and retain all revenue from such sales.

(c) Individual chairmen/committees may raise funds to support their specific chairmanship.

32. Organizers/chairmen of all CGCI fundraisers shall not benefit financially from the fundraisers.

33. The financial report of the treasurer, as presented at each meeting of the board of directors, shall be included in the minutes. (May 2024)

34. Loans for preliminary expenses for CGCI functions shall be made from the general fund.

35. All motions directing the expenditure of CGCI monies shall specify from which designated fund and line code the monies shall be paid. Any motion that would propose a bylaw change or involve an unbudgeted expenditure shall be submitted in writing to the executive committee for consideration before being presented to the voting body. (May 2024)

36. The executive committee shall approve the expenses of up to $300 allocated to a member who shall represent CGCI by participating in a special, unbudgeted event by request of NGC. Normal chairmanship activities will not be included. The money shall come from the general fund.

37. The budget and finance committee shall recommend and include as a separate item in the yearly budget the dollar amount from the scholarship fund to be offered for scholarships. (January 2025)

38. Bills for the current fiscal year shall be presented to the financial secretary for authorization of payment on or before June 15th unless incurred after June 15. No payment shall be made unless bills are postmarked by June 30. (January 2026)

39. Deleted September 1, 2026.

40. Number of members for whom CGCI pays NGC dues shall be based on the total dollar amount of dues received from clubs and associate plant societies in the fiscal year preceding the June 1 NGC due date.

41. Deleted June 9, 2023.

42. A copy of the CPA's annual reviewed financial statements shall be given to members of the executive committee, board of trustees and budget & finance committee. A copy will be provided to board members upon written request and receipt of the cost of the reproduction and mailing.

43. All expenses incurred due to misuse of CGCI's Federal EIN and/or Franchise Tax Board Entity ID number or any other tax ID number shall be charged to the offending organization.

44. The treasurer and board of trustees shall monitor liquidity required to meet operating needs and contractual commitments while striving to maximize the investment of available funds.

45. The portfolio shall be invested with the objective of preserving the long-term real purchasing power of assets. Strategic asset allocation ranges are as follows:

Total stocks: 50%-70%

Total Bonds: 30%-50%

Asset allocations shall be rebalanced internally as needed, as determined by the endowment committee.

46. (a) Upon the death of a CGCI board member, a contribution from the General Fund in the amount of $100 must be made to the current President's Project.

(b) Upon the death of a former CGCI president, a contribution from the General Fund in the amount of $200 must be made to the current President's Project. (May 2026)

MEETINGS

50. Scheduled dates of CGCI, PRGC and NGC board meetings and conventions shall be posted on the website. (May 2024)

51. The Events Coordinator shall ensure that Board Meetings and Conventions procedure files shall be reviewed annually and posted on CGCI's website. Feedback from the host meeting chairmen on duties, procedures, and finances shall be obtained. (May 2024)

52. The president shall approve program expenses and complimentary tickets using general funds budgeted for program speakers (l/c 2901) for board meetings and conventions.

53. The president is responsible for the agenda and plans the program with the host district or club chairman for board meetings or conventions. If the meeting is held virtually, the president may appoint chairmen as needed and coordinate the agenda and program with them. (January 2024)

54. The registration fee and the registrant's price for each meal and activity for all board meetings and conventions shall be published in the call to these meetings. There shall be no refunds after the stated deadline except those approved by the President and meeting chairman for extenuating circumstances. (September 2024)

55. Upon approval of the board of directors the NGC President and/or the PRGC Director may be invited to attend a CGCI meeting. Expenditures for courtesies of accommodations, meals, and amenities at board meetings or conventions shall be paid from the general fund.

56. Upon approval of board of directors NGC or PRGC may be invited to hold any meeting in California.

57. Standing rules of the convention shall be included in the program of convention, and read aloud by the parliamentarian immediately after the credentials report. Board meeting standing rules shall be distributed at the organizational meeting.

58. A garden club, associate plant society or affiliate member who is not a member of the board of directors may attend a board of directors meeting without voice or vote.

59. Members of the board of directors shall attend regular and special meetings and conventions. Officers and district directors, or assistant directors, and the district director chairman shall also attend the post-convention meeting. Expenses incurred in attending these meetings shall be the personal responsibility of the member.

WEBSITE

60.

1. The website shall be administered by the webmaster and include:

(a) items of interest to members as well as nonmembers, e.g. calendar of events, educational schools, membership and forms;

(b) convention and board meeting information (call and minutes), articles of incorporation, amended sets of bylaws and standing rules;

(c) advertising approved by the executive committee; and

(d) endorsements approved by the executive committee.

2. Links:

(a) districts, affiliates, associate plant societies and clubs that are members in good standing, PRGC and NGC;

(b) non-member horticulture, design and environmental organizations or affiliates upon approval of the executive committee;

(c) commercial links approved by the executive committee.

3. Funding for technical assistance shall be in the budget.

MEMBERSHIP

70. The membership chairman provides reports, as requested, to NGC chairmen, PRGC chairmen, CGCI officers, district directors and chairmen.

71. The membership chairman shall maintain a record of dues paid by member clubs associate plant societies and affiliates and notify them and their district directors when dues are delinquent.

72. No commercial enterprise or agency shall be eligible for membership.

73. Affiliates shall:

(1) be organizations, other than garden clubs and plant societies, with one or more CGCI objectives,

(2) have a membership of at least ten members,

(3) pay dues in accordance with Article IV, Sec. 3(c),

(**4)** be approved by the board of directors,

(5) not be eligible for liability insurance, Directors & Officers insurance, the awards program, the CGCI Group Tax Exemption Program, and do not belong to NGC because they do not pay per capita dues through CGCI to NGC.

(6) Affiliates may belong to a district.

(June 2025)

74. An associate plant society shall

(1) be a member of a permanent statewide or national plant society,

(2) be entitled to representation at annual meeting by its president or alternate, and delegates as specified in Article XI, Section 5,

(3) pay annual dues according to Article IV, Sec. 3 (a),

(4) be eligible to apply for liability insurance,

(5) be eligible to participate in the awards program and

(6) not be eligible to apply for CGCI Group Tax Exemption Program. An associate plant society may belong to a district and then shall be classified as a club and pay district dues that shall be at the option of the district.

75. The categories of youth gardeners include, but are not restricted to, junior, intermediate and high school gardeners.

STATE PROJECTS

81. Any proposed new state project shall be verified by the person presenting the resolution as an established and viable project. No project will be accepted where CGCI would be a founding member or where the project is still only in the planning stages. The resolution shall state the aims and estimated time frame of the project. Should any project fail to fulfill the aims stated in the resolution, the board of directors shall vote on the termination of the project and determine disposition of any residual funds.

CGCI absorbs all donation transaction fees for state projects (including the President's Project). (September 2026)

82. State projects approved by the board of directors are limited to initial aggregate funding from any CGCI funds of 10% of the stated project goal at the time of project approval.

YEARBOOK MANUAL & ROSTER

90. Deleted May 21, 2024.

91. Complimentary copies of the *Yearbook, Manual & Roster* shall be distributed to the board of directors and club, affiliate and associate plant society presidents; distribution to be determined by the president and *Yearbook, Manual & Roster* chairman. Copies may be purchased from the *Yearbook, Manual & Roster* chairman. They shall not be given or sold to commercial firms.

92. The *Yearbook, Manual & Roster* shall not include advertising.

93. Unratified youth projects: school gardening and horticulture programs funded by clubs/districts, may be listed in the district roster section of the *Yearbook, Manual & Roster.*

MISCELLANEOUS

100. Permanent files, containing books and records, shall be under the supervision and control of the president and permanent files chairman. No materials may be borrowed from the files without consent and filing of a receipt with the permanent files chairman.

101. No member shall circulate at any time letters or bulletins to the general public concerning policy or procedure without first having had such material approved by the executive committee. (May 2024)

102. Copies of all letters and other documents pertaining to the organization, except routine correspondence, shall be sent to the president.

103. A gift or donation shall state its purpose, use of funds, any time limit imposed, and disposition of any remaining funds after the time limit.

104. Permission shall be required from the executive committee to use the CGCI logo in the design of any merchandise to be used for fundraising by a member club, APS, affiliate, district, flower show judges council or the California Consultants Council. (January 2024)

105. CGCI stationery is to be used for CGCI correspondence only and not to be used for club, district, or personal correspondence.

106. The concept of any new publication must first be approved by the executive committee and then recommended to the board of directors for approval. If approved, the content must be approved by the executive committee prior to publication.

107. Budgeted funds for officers, chairmen and district directors are for reimbursement of administrative expenses and for outreach activities on behalf of CGCI objectives. This excludes all expenses for purchasing equipment unless specifically approved by the board of directors and expenses incurred in attending conventions and board meetings except for the president and president-elect.

108. The incoming president shall be honored with an NGC life membership. In the case that the incoming president is an NGC Life Member, a donation to an NGC, PRGC, or CGCI project or program of an amount equal to the cost of an NGC life membership shall be made. This is the responsibility of the second vice president. (January 2026)

109. (1) No member should vote on a question in which they have a direct personal or pecuniary interest.

(2) To protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or member of the board of directors:

(a) an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the board of directors;

(b) the board of directors shall decide if a conflict of interest exists;

(c) if a conflict exists, the board of directors, after exercising due diligence, shall determine whether the organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the board of directors shall determine whether the transaction or arrangement is in the organization's best interest for its own benefit.

110. CGCI Directors and Officers Liability Insurance coverage shall not be available to clubs, associate plant societies or affiliates that have any paid employees (either part-time or full-time).

Complete revision of Standing Rules adopted May 1985. Amended: May 1991, 1993, 1994. Reorganized and amended: May 1995. Amended: January 1996, 1997; May 1999, 2000, 2001, 2002, 2004; January 2006, June 2007, September 2007, June 2008, September 2008, January 2009, September 2009, January 2010, February 2011, 2012, September 2012, June 2013, 2014, September 2014, February 2015, 2016, May 2016, February 2017, June 2017, January 2018, September 2018, January 2019, 2020, February 2021, 2022, June 2022, October 2022, February 2023, June 2023, September 2023, January 2024, May 2024, September 2024, January 2025, June 2025, January 2026, May 2026, September 2026