

PACIFIC REGION GARDEN CLUBS, INC.

STANDING RULES 2017

These Standing Rules shall not be in conflict with the Pacific Region Bylaws and may be amended or revised by the Board of Directors with a majority vote of the members present at any regular meeting with prior notice, with two-thirds (2/3) vote of the members present at any regular meeting, without previous notice.

REGION DIRECTOR

1. Rotation

Rotation among the Pacific Region State Garden Clubs for the offices of Region Director and Alternate Region Director shall be as follows:

Nevada	(2015-2017)
Oregon	(2017-2019)
California	(2019-2021)
Hawaii	(2021-2023)
Washington	(2023-2025)
Idaho	(2025-2027)
Alaska	(2027-2029)
Arizona	(2029-2031)

2. Eligibility

National Garden Clubs, Inc. Bylaws shall be adhered to. NGC Bylaws Article VIII -- OFFICERS - ELIGIBILITY, Section 1. -- Elected Officers (pertaining to Regional Directors)

D. To be eligible for the nomination as Region Director or Alternate Region Director, each nominee shall have served as President of a State Garden Club for a minimum of two (2) years and shall have attended two (2) of three (3) Previous Region conventions/meetings at the time of election. In the event the State Garden club does not have a nominee who has served a minimum of two (2) years as President of a State Garden Club and willing to serve, the current President will become eligible for the nomination.

E. All officers elected and installed at the NGC convention in the odd-numbered years shall have attended two (2) of the previous three (3) NGC Conventions at the time of election. All Region Directors shall have attended a minimum of two (2) NGC Conventions and may include the NGC Convention at which they are installed.

From NGC Bylaws, Revised, May 2015

3. Election

NGC Bylaws Article XI -- ELECTION OF OFFICERS, Section 2 -- ELECTION OF REGION DIRECTORS AND ALTERNATE DIRECTORS

The State from which the next Region Director and Alternate Region Director shall come is determined by the policies or Bylaws of each Region. The Region Director and the Alternate Region Director must reside within the Region they represent.

- A. **The candidate for Region Director shall be:**
 - 1) Elected by the governing board of that State Garden Club in session during the even-numbered year prior to assuming office.
 - 2) Presented to the NGC Convention in the odd-numbered year.
 - 3) Installed at the NGC Convention in the odd-numbered year and assume office for a two year term at the close of the NGC Convention.

- B. **The candidate for Alternate Region Director shall be elected by the governing board of that State Garden Club in session during the even-numbered year prior to assuming office.**

From *NGC Bylaws*, Revised, May 2015

4. Responsibilities

- a. Appoint Region Representatives (Chairmen) corresponding to NGC Chairmen and others as needed. (*NGC Standing Rules*, p. 19 - "In the event a NGC Chairman suggests the name of an individual to serve as Region Representative for that NGC Chairmanship, the Director will comply whenever feasible").
- b. Send list of Region Representatives (Chairmen) to the NGC Headquarters for inclusion in the kits of the NGC Chairmen as requested, usually by March of the odd-numbered year.
- c. Plan a project for the Region in order to have the Region apply for the NGC Award of Excellence #25.
- d. Answer all mail promptly, with copy of pertinent correspondence to the Alternate Director. States may request a photo and message for publication in the *State Directory*.
- e. Plan the programs for the Pacific Region Conventions in conference with the Convention Chairmen and host State President. (Details in the *Convention Procedure*)
- f. Appoint a Committee to Approve the Minutes of all meetings, Timekeepers, Tellers, Financial Review Committee and others as necessary.
- g. Notify the Convention Chairman to send Registration information and forms by January 1 to each Pacific Region State President and Newsletter Editor for inclusion in each State publication.
- h. Attend, upon invitation, one Annual Convention in each State in the Region during the term of office. Travel expenses are those of the Director. Expect lodging, registration and meals one day prior to and following, and during the Convention as a courtesy.
- i. Verify with State Presidents that NGC dues have been paid thirty (30) days prior to the delinquent date (September 30).
- j. Prepare a Call Letter for *WACONIAH* for all Pacific Region meetings.
- k. As outgoing Region Director, report at the NGC Annual Convention and introduce the incoming Director.
- l. See to the purchase of a Director's Pin for the Incoming Director.

NOMINATING COMMITTEE

1. Rotation

Rotation among the Pacific Region State Garden Clubs shall be as follows:

2015-2017	California & Idaho
2017-2019	Washington & Nevada
2019-2021	Alaska & Oregon
2021-2023	Arizona & California
2023-2025	Idaho & Washington
2025-2027	Hawaii & Nevada

2. Eligibility

NGC Bylaws shall be adhered to. NGC Bylaws Article X NOMINATING COMMITTEE, Section 1. - STRUCTURE, B. Members

- 1) **To be eligible to serve as a Member or Alternate Member, each member shall have served two (2) years as an elected officer of a State Garden Club, a minimum of two (2) years as a member of the NGC Board of Directors and shall have attended two (2) of the previous five (5) NGC Conventions prior to assuming that position. The Member or Alternate Member must reside within the Region represented.**
- 2) **The States from which the Members and Alternate Members are selected shall be determined by the policies or Bylaws of each Region.**
- 3) **The Member and Alternate Member shall be elected by the governing board of the State Garden Club during the even-numbered year prior to service.**
- 4) **If neither the Member nor the Alternate Member is able to attend a meeting, the Region Director shall appoint a member from the Region already serving on the NGC Board of Directors to attend that meeting.**

From NGC

Bylaws, Revised, May 2015

CONVENTIONS

1. Rotation

Convention rotation among Pacific Region States shall be as follows when feasible:

2016 - Nevada	2021 - Oregon
2017 - Washington	2022 - Nevada
2018 - Alaska	2023 - Washington
2019 - California	2024 - Hawaii
2020 - Idaho	2025 - Arizona

2. Procedure

Consult Pacific Region *Convention Procedure for Pacific Region*

3. Representation

Delegate numbers are determined by number of members as **June 1.**

FROM NGC BYLAWS

- | | |
|--------------------------------------|------------------|
| a) Membership of 500 or less: | two (2) |
| b) Membership of 501 to 1000 | three (3) |
| c) Membership of 1001 to 1500 | four (4) |
| d) Membership of 1501 to 2000 | five (5) |

e) Membership of 2001 to 3000	six (6)
f) Membership of 3001 to 4000	seven (7)
g) Membership of 4001 to 5000	eight (8)
h) Membership of 5001 to 6000	nine (9)
i) Membership of 6001 to 8000	ten (10)
j) Membership of 8001 to 12,000	eleven (11)
k) Membership of 12,001 and above	twelve (12)

The maximum number of delegates of any State Garden Club is twelve (12).

From NGC Bylaws Revised, May 2015

STATE PRESIDENTS

1. Responsibilities

- a. Report as requested with electronic copies.
- b. Prepare appropriately or send regrets promptly when invited to participate at an Annual Convention (i.e. give an invocation, welcome, introduction, etc.)
- c. Have the Annual Pacific Region Convention CALL and registration information printed in the State Newsletter.
- d. Invite the Region Director to attend a State Annual Convention. All courtesies should be extended to the Region Director, including registration, package plan, optional meals, tours and lodging. Due to travel time, courtesies should include one day prior to and one day following the Convention.
- e. By August 1 in each even-numbered year send copies of any newly completed personnel forms for Pacific Region and an updated list of members from your State who are willing to serve as chairmen in Pacific Region. Send copies of the personnel forms and the list to the Director, Incoming Director and Pacific Region Personnel Chairman.
- f. Six weeks prior to the Pacific Region Convention in the even-numbered years when it is your State's turn in the rotation order submit names of one (1) nominee and one (1) alternate for the following positions to the Regional Director:
Pacific Region Director; NGC Nominating Committee member.
- g. Include the Region Director, Pacific Region Historian, Website Chairman and the WACONIAH Editor on the mailing list for State publications.
- h. Introduce the Incoming State President when appropriate.

FINANCES

1. Revenue

- a. Dues (as in Article IX, Section 2)
- b. Program allowance from NGC
- c. Pacific Region Boosters
- d. Periodic fund raisers

2. Reimbursement of Expenses

- a. If budgeted, shall be made by the Treasurer after approval of the Director.
- b. Expenses not budgeted require approval of the Executive Committee prior to payment.

3. Scholarship Funding (\$1,000 each year) when funded

- a. Scholarship donations
- b. Pacific Region Life Memberships
- c. Pacific Region Book of Recognition
- d. Scholarship fund-raisers

GUIDELINES FOR PACIFIC REGION CHAIRMEN

1. General Responsibilities:

- a. Maintain the list of state chairmen which correspond to your chairmanship. Expect to receive the list from the Alternate Region Director by August.
- b. Serve as a liaison between NGC Chairmen and the State Chairmen.
- c. Research information on and promote your chairmanships, referring to NGC's Member Services.
- d. Request reports from State Chairman as needed.
- e. Encourage participation in Region and NGC Awards, particularly regarding your chairmanship.
- f. Set up displays at flower shows, conventions, fairs, etc.
- g. Submit articles to the *WACONIAH* and to State newsletters
- h. Maintain an up-to-date *Procedure Book* including correspondence and reports regarding chairmanship. Deliver the *Procedure Book* to the incoming chairman with recommendations as soon as possible following the close of the term.

2. Reports

- a. **Attend Annual Conventions** and report as requested
- b. If unable to attend, notify the Region Director and prepare written reports as requested.

3. Correspondence

- a. Answer all correspondence **promptly**, with copy to Region Director.
- b. **Sign and date** all correspondence and reports.

4. Expenses

- a. Be aware Chairmen are personally responsible for ordinary expenses incurred in carrying out the duties of their chairmanship. These expenses include telephone calls, copying and postage.
- b. **Expenses over the ordinary** (large mailings, publications, etc.) require prior approval. Submit estimated expense for approval to the Region Director for inclusion in the proposed budget annually.
- c. Expenses not budgeted require approval of the Executive Committee prior to payment.

ALL chairman shall adhere to the GENERAL guidelines listed above. Where additional specific duties have been identified, they are listed below.

AWARDS

1. Record Award Applications as received and select panels of judges (at least **three** (3) per panel for evaluations). Include constructive comments with each application.
2. Send list of first place winners (with addresses), when funded, for payment by the Treasurer.
3. Affix gold seals on First Place Certificates (the Corresponding Secretary has the seals and the embosser).
4. Package all but First Place winners for each State President. First Place Certificates will be presented at the annual convention when it precedes the majority of state conventions. First place winners will be announced if the convention follows the majority of state conventions.
5. Prepare list of winners, duplicate and distribute at the annual convention
6. Assist the Director in the presentation of Awards.
7. Request space at region conventions for the display of Awards.
8. Serve as a member of the NGC Awards Committee and assist the NGC Awards Chairman as requested.

Book of Recognition

1. Contributions, honorariums and memorials are recorded in the *Book of Recognition*.
2. Upon the death of a current Pacific Region Officer (other than the Director) or Chairman, the name of the person shall be recorded in the *Pacific Region Book of Recognition*. For a current Director, the memorial shall be determined by the Executive Committee.

3. Upon the death of a Former Pacific Region Director their name shall be recorded in the Pacific Region book Recognition with a \$25 donation.
4. Send donations to the *Book of Recognition* chairman, with checks payable to; Pacific Region Garden clubs, Inc.
5. For memorial contributions, state the name of the person in whose memory the donation is given and name and address of next of kin.
6. For honorarium, state name and address of honoree.
7. For all donations, state name and address of donor.
8. Monies to *Book of Recognition* will be deposited in the Scholarship Fund.

CONVENTION CHAIRMAN & VICE CHAIRMAN - Review and follow the *Convention Procedure for Pacific Region Garden Clubs, Inc.* Report to the Conventions Coordinator and the Region Director.

CONVENTIONS COORDINATOR

1. Maintain Convention Record Summary of attendance, rooms booked, number at meals, Budgets, Financial Records, etc. as outlined in the Convention Procedure.
2. Send copies of convention records to the Chairmen of future Pacific Region Conventions.
3. Review Pacific Region convention hotel contracts.

CONVENTION REPORTS COORDINATOR - Coordinate the convention reports as requested by the Director.

LIFE MEMBERSHIP

1. Promote Life Memberships in *WACONIAH*, include Life Membership application. Life Memberships benefit the Scholarship fund.
2. Receive Life Membership applications with \$40.
3. Issue Life Membership certificates and pins.
4. Maintain a list of Pacific Region Life Members.

NGC SCHOOLS CHAIRMAN

Encourage and promote schools, assist the individual schools chairmen as requested.

These chairmen will coordinate schools and assist state chairmen when requested

1. **ENVIRONMENTAL STUDIES SCHOOL/REFRESHERS**
2. **FLOWER SHOW SCHOOLS & SYMPOSIA**
3. **GARDENING STUDY SCHOOLS/REFRESHERS**
4. **LANDSCAPE DESIGN SCHOOLS/REFRESHERS**

NGC SCHOOLS COORDINATOR – Collect schools information for the website and the *WACONIAH*.

ORGANIZATION STUDY- Have available current copies of Pacific Region *Bylaws & Standing Rules*. Update as required. Prepare a complete revision when needed and as requested by the Director or Incoming Director. Complete PR Bylaws and Standing Rules are available on the website.

PERSONNEL - Receive Personnel Forms from State Presidents or State Personnel Chairmen. Make copies for the current Region Director, one for the Incoming Region Director, keeping one for the file. If service to NGC is indicated, submit to the NGC Personnel Chairman.

REGION PROJECT – Promote the Region Director’s Project and prepare the Book of Evidence for NGC Award of Excellence #25.

SCHOLARSHIP

1. Conduct the Pacific Region Scholarship Program and select one recipient.

2. Review application form annually and revise as necessary.
3. Observe all deadlines.
 - a. January 31, **Postmark** deadline for student applications to State Scholarship Chairmen.
 - b. March 15, **Receipt** deadline for one application per state to PR Scholarship Chairman.
4. Scholarship recipient shall be announced in April and presented at the Pacific Region Convention when feasible.
5. Inform PR Director and PR Awards Chairman of the selection prior to the convention.
6. Advise the recipient to ask the university to send proof of full-time enrollment to the Pacific Region treasurer.
7. Advise the Treasurer to send the check to the university after receiving proof of full-time enrollment for Fall and Spring quarter/semester.

**WACONIAH - The Official publication of the Pacific Region
EDITOR & SUBSCRIPTIONS/CIRCULATION**

1. There shall be four issues per year.
 - a. August
 - b. November
 - c. February
 - d. May
2. Complimentary copies shall be sent by electronic means by the Circulation Chairman to:
 - a. NGC President, Vice Presidents and region directors.
 - b. NGC Headquarters
 - c. *The National Gardener* Editor.
 - d. Pacific Region Board of Directors members.
 - e. Newsletter Editors in the Pacific Region States, other region Newsletter Editors and the Editor of *Keeping In Touch*,
 - f. e-mailed copies in PDF format received from the state president or designated representative are a privilege of members of the Pacific Region and may be distributed without restriction at no charge.
3. Subscription price (only for copies that are mailed) shall be \$25.00 for two years for delivery by USPS, payable to Pacific Region and sent to the Circulation Chairman.
4. Costs of printing and mailing by First Class mail shall be budgeted.
5. Use of the *WACONIAH* email list is restricted to the transmission of the publication. Any other use is at the discretion of the Director.

WAYS & MEANS - Plan activities with PR Director. Execute Ways & Means projects with States and Region Convention Chairmen. Collect money and deposit with the Treasurer as required.

PACIFIC REGION BOOSTERS – Anyone who wishes to be a Pacific Region Booster shall pay \$20 per year payable to Pacific Region.

WEBSITE - Maintain and update the Pacific Region website in cooperation with the Director.

PACIFIC REGION E-MAIL VOTING GUIDELINES

The Executive, Budget and Awards Committees are permitted to conduct business of an **URGENT** nature by electronic device.

Urgent is defined as specific questions requiring immediate action.

The following are guidelines to be observed when an e-mail vote is conducted.

1. Send the proposed motion to the parliamentarian for review to insure clarity and intent.
2. The action to be approved shall be presented in the form of a motion sent to each committee member by electronic device, including a request for confirmation of receipt.
3. An explanation of the circumstances, including why the matter cannot wait for the next meeting must accompany the motion.
4. A discussion period will be defined at the end of which time the motion will be restated as is or clarified as needed to address the discussion comments. Comments, either positive or negative, (debate) may be made by any voting member and should be **sent to all**.
5. The name of the person to whom the vote is to be returned and the period of time allowed for voting will be included.
6. Votes should be sent "**reply all**".
7. A vote may be changed up until the time the motion has been declared adopted /defeated.
8. **A majority vote of the entire committee shall adopt a motion.** A motion will be considered adopted whenever a majority vote of the entire committee in the affirmative is reached, even if it is before the end of the specified time period.
9. After compiling the votes, report to entire committee:
 - Date and time the motion was sent and the polls were open
 - Number of votes needed for approval
 - Number of votes cast
 - Number in favor
 - Number opposed
10. The motion and the result of the vote shall be recorded in the minutes of the next meeting of the committee.