

# STANDING RULES

## PACIFIC REGION GARDEN CLUBS, INC.

These Standing Rules shall not be in conflict with the Pacific Region Garden Clubs, Inc. (PRGC) 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, or with two-thirds (2/3) vote of the members present at any regular meeting without previous notice.

### 1. REGION DIRECTOR

#### 1a. Rotation

Rotation among PRGC for the offices of Region Director and Alternate Region Director shall be as follows:

California	2019 – 2021
Hawaii	2021 – 2023
Washington	2023 – 2025
Idaho	2025 – 2027
Alaska	2027 – 2029
Arizona	2029 – 2031
Nevada	2031 – 2033
Oregon	2033 – 2035

#### 1b. Eligibility

National Garden Clubs, Inc. (NGC) Bylaws shall be adhered to. *NGC Bylaws* Article VIII – OFFICERS - ELIGIBILITY, Section 1. -- Elected Officers (pertaining to Region Directors) From *NGC Bylaws*, Revised, May 2017:

*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.*

#### 1c. Election

*NGC Bylaws*, Article XI -- ELECTION OF OFFICERS, Section 2 -- ELECTION OF REGION DIRECTORS AND ALTERNATE DIRECTORS From *NGC Bylaws*, Revised, May 2017:

*The State from which the next Region Director and Alternate Region Director shall come is determined by the Bylaws, Standing Rules, Rules of Procedure or Policies 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 Director's 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 term of two years 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.*

**1d. Responsibilities**

- 1. Provide a roster to NGC Headquarters as soon as available.
- 2. Plan a project for the Region to apply for the NGC Award of Excellence #25.
- 3. Answer all correspondence, including email, promptly, with copy of pertinent correspondence to the Alternate Region Director. States may request a photo and message for publication in the State Directory.
- 4. Plan the programs for the PRGC Conventions in conference with the Convention Chairmen and host State President. (Details in *Convention Procedures*)
- 5. Notify the Convention Chairman to send Registration information and forms by January 1 to each PRGC State President and Newsletter Editor for inclusion in each State publication.
- 6. Attend, upon invitation, one meeting in each state in the Region during the term of office. Travel expenses are those of the Director. Lodging, registration and meals one day prior to and following, and during the meeting may be extended by the host state as a courtesy.
- 7. Verify with State Presidents that NGC dues have been paid thirty (30) days prior to the delinquent date (September 30).
- 8. Prepare a Call Letter for *WACONIAH* for all PRGC meetings.
- 9. As outgoing Region Director, report at the NGC Annual Convention and introduce the incoming Region Director.
- 10. Maintain a list of all usernames and passwords relating to PRGC.
- 11. Arrange for the purchase of a Director's pin for the incoming Director.

**2. NOMINATING COMMITTEE**

**2a. Rotation**

Rotation among the PRGC State Garden Cubs shall be as follows:

2017 – 2019	Washington and Nevada
2019 – 2021	Alaska and Oregon
2021 – 2023	Arizona and Hawaii
2023 – 2025	California and Idaho

**2b. Eligibility**

NGC Bylaws shall be adhered to. NGC Bylaws Article X NOMINATING COMMITTEE, Section 1. - STRUCTURE, B. Members  
 From *NGC Bylaws*, Revised, May 2017

- 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 Bylaws, Standing Rules, Rules of Procedure or policies 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.*

### **3. CONVENTIONS**

#### **3a. Rotation**

Convention rotation among PRGC member states shall be as follows, when feasible:

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

#### **3b. Procedure**

Consult PRGC *Convention Procedures*.

#### **3c. Representation**

Delegate numbers are determined by number of members as of **June 1**.  
FROM NGC BYLAWS, Revised, May 2017

a) <i>Membership of 500 or less</i>	<i>two (2)</i>
b) <i>Membership of 501 to 1000</i>	<i>three (3)</i>
c) <i>Membership of 1001 to 1500</i>	<i>four (4)</i>
d) <i>Membership of 1501 to 2000</i>	<i>five (5)</i>
e) <i>Membership of 2001 to 3000</i>	<i>six (6)</i>
f) <i>Membership of 3001 to 4000</i>	<i>seven (7)</i>
g) <i>Membership of 4001 to 5000</i>	<i>eight (8)</i>
h) <i>Membership of 5001 to 6000</i>	<i>nine (9)</i>
i) <i>Membership of 6001 to 8000</i>	<i>ten (10)</i>
j) <i>Membership of 8001 to 12,000</i>	<i>eleven (11)</i>
k) <i>Membership of 12,001 and above</i>	<i>twelve (12)</i>

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

### **4. STATE PRESIDENTS**

#### **4a. Responsibilities**

1. Report as requested with electronic copies.
2. Prepare appropriately or send regrets promptly when invited to participate at an Annual Convention (i.e. give an invocation, welcome, introduction, etc.)
3. Have the Annual PRGC Convention CALL and registration information printed in the State Newsletter.
4. Invite the Region Director to attend a State meeting. All courtesies should be extended to

Adopted April 8, 2018

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 meeting.

5. By August 1 in each even-numbered year, send copies of any newly completed personnel forms for PRGC and an updated list of members from your State who are willing to serve as chairmen in PRGC to the Region Director, incoming Region Director and PRGC Personnel Chairman.
6. Six weeks prior to the PRGC Convention in the even-numbered year, when it is your State's turn in the rotation, submit names of one (1) nominee and one (1) alternate for the following positions to the Region Director: Region Director and NGC Nominating Committee member.
7. Include the Region Director, Historian, Website Chairman and *WACONIAH* Editor on the mailing list for State publications.
8. Introduce the incoming State President when appropriate.

## **5. FINANCES**

**5a. Revenue** includes, but is not limited to:

1. Dues (as in Article XII, Section 2)
2. Program allowance from NGC
3. PRGC Boosters
4. Periodic fundraisers
5. *WACONIAH* Gems

**5b. Expenses**

1. Budgeted expenses shall be paid by the Treasurer after approval of the Region Director.
2. Non-budgeted expenses shall require approval of the Executive Committee prior to payment.

**5c. Scholarship Funding** (\$1,000 each year) when available and budgeted

1. Scholarship donations and fundraisers
2. Life Memberships
3. Book of Recognition

## **6. CHAIRMEN GUIDELINES**

ALL chairmen shall adhere to the general guidelines listed below. Where additional specific duties have been identified, they are listed below.

**6a. General Responsibilities:**

—Serve as a liaison between NGC Chairmen and State Chairmen.

1. Establish and maintain a relationship with state chairmen which corresponds to your chairmanship. Request reports from State Chairmen as needed.
2. Research and promote aspects of your chairmanship, as appropriate.
3. Submit articles to *WACONIAH* and to State newsletters.
4. Encourage participation in PRGC and NGC Awards.
5. Set up displays at flower shows, conventions, fairs, etc.
6. Maintain an up-to-date *Procedure Book* including correspondence and reports regarding your chairmanship. Deliver the *Procedure Book* to the incoming chairman with recommendations as soon as possible following the close of the term.

Adopted April 8, 2018

#### **6b. Reports**

1. Attend Annual Conventions and report as requested with electronic copies sent to the Recording Secretary, Region Director, and WACONIAH editor within three days of the close of convention.
2. If unable to attend, request permission to be excused from the Region Director and prepare written reports as requested.

#### **6c. Correspondence**

1. Answer all correspondence, including email, promptly, with copy to Region Director.
2. Sign and date all correspondence and reports.

#### **6d. Expenses**

1. Chairmen are personally responsible for ordinary expenses incurred in carrying out the duties of their chairmanship. These expenses include travel, meeting registration fees, telephone calls, copying and postage.
2. 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.
3. Expenses not budgeted require approval of the Executive Committee prior to payment.

#### **6e. 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.
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 a list of winners, duplicate and distribute at the annual convention.
6. Assist the Region Director in the presentation of Awards.
7. Request space at conventions for the display of Awards.
8. Serve as a member of the NGC Awards Committee and assist the NGC Awards Chairman as requested.

#### **6f. Book of Recognition**

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

**6g. Convention Chairman and Vice Chairman**

1. Review and follow the *Convention Procedures* for PRGC.
2. Report to the Conventions Coordinator and the Region Director.

**6h. Conventions Coordinator**

1. Maintain Convention Record Summary of attendance, rooms booked, number at meals, budgets, financial records, etc. as outlined in the *Convention Procedures*.
2. Send copies of convention records to the chairmen of future PRGC Conventions.
3. Review PRGC convention hotel contracts.  
Convention Reports Coordinator – deleted folded into conventions coordinator

**6i. Life Membership**

1. Promote Life Memberships in *WACONIAH*. Life Memberships benefit the Scholarship fund.
2. Receive Life Membership applications with \$75 (pending adoption April 2018).
3. Issue Life Membership certificates and pins.
4. Maintain a list of PRGC Life Members.

**6j. NGC Schools**

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

ENVIRONMENTAL SCHOOLS/REFRESHERS  
FLOWER SHOW SCHOOLS & SYMPOSIA  
GARDENING SCHOOLS/REFRESHERS  
LANDSCAPE DESIGN SCHOOLS/REFRESHERS

**6k. Organization Study**

1. Have available current copies of PRGC *Bylaws* and *Standing Rules*.
2. Update as required.
3. Prepare a complete revision when needed and as requested by the Region Director or incoming Region Director.
4. Publish revised PRGC *Bylaws* and *Standing Rules* on the website.

**6l. PERSONNEL**

1. Receive Personnel Forms from State Presidents or State Personnel Chairmen.
2. Make copies for the current Region Director and the incoming Region Director, keeping one for the file.
3. If service to NGC is indicated, submit to the NGC Personnel Chairman.

**6m. Region Project**

1. Promote the Region Director's Project.
2. Prepare the award entry for NGC Award of Excellence #25.

**6n. Scholarship**

1. Coordinate the PRGC Scholarship Program and select recipients.
2. Review application form annually and revise as necessary.
3. Observe all deadlines.
  - (a) January 31, Postmark deadline for student applications to State Scholarship Chairman.
  - (b) March 15, Receipt deadline for one application per state to PRGC Scholarship Chairman.
4. Scholarship recipient shall be announced in April and presented at the PRGC Convention, when feasible.
5. Inform Region Director and 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 Treasurer.
7. Advise the Treasurer to send checks to the university, one-half (1/2) in the Fall and one-half (1/2) in the Spring, after receiving proof of full-time enrollment for Fall and Spring quarters/semesters.

**6o. WACONIAH - The Official publication of PRGC – Editor and Subscriptions/Circulation**

- (a) There shall be at least four issues per year: August, November, February, May or as needed
1. Complimentary copies shall be sent electronically by the Circulation Chairman to:
  - (a) NGC President, Vice Presidents and Region Directors.
  - (b) NGC Headquarters
  - (c) *The National Gardener* and *Keeping In Touch* Editors
  - (d) PRGC Board of Directors members
  - (e) Newsletter Editors in PRGC States, other region Newsletter Editors
  - (f) Member state presidents to facilitate availability to members, clubs, and districts.
2. Subscription price for black and white hard copies shall be \$25.00 for two years for delivery by US Postal Service, payable to PRGC and sent to the Circulation Chairman.
3. Costs of printing and mailing by First Class mail shall be budgeted.
4. Use of the *WACONIAH* email list is restricted to the transmission of the publication. Any other use is at the discretion of the Region Director.

**6p. Ways and Means**

1. Plan activities with Region Director.
2. Coordinate Ways and Means projects with States and Region Convention Chairmen.
3. Collect money and deposit with the Treasurer as required.
4. Boosters: Anyone who wishes to be a PRGC Scholarship Booster shall pay a minimum of \$30 per term, check payable to PRGC.
5. *WACONIAH* Gems: \$15 honors a person in *WACONIAH* for their service, dedication or efforts.

**6q. Website**

1. Maintain and update the PRGC website in cooperation with the Region Director.
2. Provide current usernames and passwords to the Region Director.

## 7. EMAIL VOTING GUIDELINES

The Executive, Finance and Awards Committees are permitted to conduct business of an **URGENT** nature electronically. Urgent is defined as specific questions requiring immediate action. The following are guidelines to be observed when an email 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 electronically to each committee member, 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 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:
  - (a) Date and time the motion was sent and the polls were open
  - (b) Number of votes needed for approval
  - (c) Number of votes cast
  - (d) Number in favor
  - (e) Number opposed
10. The motion and the result of the vote shall be recorded in the minutes of the next meeting of the committee.