



Guidelines For District Directors

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THE GARDEN CLUB OF GEORGIA INC.
2450 S Milledge Ave, Athens, GA 30605



Guidelines for District Directors

2021 – 2023 Term

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Welcome

Congratulations! Your District Board and Members have chosen you to lead your District! It is a great honor to be selected. We would like to take this opportunity to welcome you to the Board of The Garden Club of Georgia, Inc. We are delighted to have you as part of the team and look forward to our first meeting together after installation. You are an important part of a great team of volunteers. This manual of guidelines was created as a resource for performing your duties as District Director. Feel free to call or email the 1st Vice President with questions or concerns.



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General Responsibilities

The Membership of The Garden Club of Georgia, Inc. (GCG) is divided into seven districts named as follows: I Laurel, II Azalea, III Oleander, IV Camellia, V Magnolia, VI Dogwood and VII Redbud.

The seven District Directors are considered as officers of GCG and as such become Members of the Board of Directors of the organization.

District Directors serve a two-year term and shall be ineligible for re-election to serve in two consecutive terms.

The District Director shall have supervision over all clubs in the District and shall preside over the District Meetings. The nominee for Director may suggest the name of a nominee for Co-Director to assist with the work in the District and to preside at District Meetings in the absence of the Director. The District Director may appoint sub-chairmen corresponding to the state chairmen of committees, should promote projects approved by the State Board of Directors, aid in planning projects in the District and help the member clubs in any way possible.

Begin planning to appoint District Committee Chairmen immediately following your nomination (which takes place at the Annual District Meeting in the fall in even years. The HQ Office Manager will give you deadline dates when the final district board needs to be in place by July 1.

- Necessary District Chairmen are appointed to correspond to State Chairmen. Current list of State Chairmen may be used until incoming State President provides new listing.
- It is urged that enough former members of a District Board be retained on a succeeding Board so that continuity may be established. (GCG General Policies, D. DISTRICTS 8). However, it is important to bring new members onto the Board and try to represent as many different clubs as possible.
- The District Director shall send an official form report of the activities of all Clubs in the District to the State President before the Annual Meeting and shall give this as the yearly report. The Directors shall attend all State Board Meetings and send via email a typed, double spaced report as requested.

Read and study the GUIDE to understand the general concept of all committees, and the duties and qualifications of each Chairman. Become familiar with the GCG Bylaws, General Policies and Financial Policies, highlighting those pertaining to Districts and Directors. The entire GUIDE is located on the GCG website; www.gardenclubofgeorgia.org.



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- Note the Calendar of Events on the GCG Website. It is imperative to clear dates with the State President prior to any district events, workshops, meetings, or District Board Meetings.

Include new District Theme of the incoming administration and supply, at personal expense, the following:

- A good quality digital portrait-type photograph, together with a brief biographical sketch and how you became interested in garden club work. This is sent via email to the *Garden Gateways* editor by April 15.
- Send a good quality digital portrait-type photograph to the HQ Office Manager to add to the GCG GUIDE and Directory by April 15.

Hold an Executive Committee Meeting as soon as possible after assuming office (following election at April State Convention). This meeting might be attended by outgoing as well as incoming officers so that all records can be transferred, thereby effecting a smooth transition of business of the District.

- The outgoing Director shall pass all files to the incoming Director and have a conference with the outgoing Director prior to this meeting.
- The incoming Director may want to also consult with the former Directors serving on the District Advisory Board.

NOTE: District Advisory Board is composed of all living former District Directors and any former State Presidents within the District. The list should be kept updated and posted in the GUIDE.

District Club List:

- The outgoing Director is expected to hand over to the incoming Director a Club Presidents list, that is as accurate as possible. An updated Presidents list is available through State Headquarters Office Manager.
- The incoming Director shall send to the State President and the HQ Office Manager the following list of names with address, zip code, telephone number with area code and email address for each of the following: District Officers; Committees and Committee Chairmen; Advisory Board; District Garden Club Councils and Council President with number of clubs in council, date and frequency of meetings; and a list of garden clubs with the Club Presidents and the computer number (the club numbers are available in the GUIDE). This information will be available on the website in the GUIDE and printed for GCG



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Board Members. The Directory is printed for distribution at the first Fall GCG Board Meeting.

- See GUIDE – General Policies, D. Districts, District Membership 4, 5. The District Director shall have jurisdiction over the District Master List of Clubs and shall exercise all precautions in the use of this list when needed for District work. (Refer to General Policies A-1)
- The District Director will work closely with the Communications Chairman and GCG HQ Office Manager to confirm accuracy of Club Presidents. The Director shall send any updated information as soon as possible.

Attendance at Meetings:

- District Directors shall attend all State Board Meetings and Annual Conventions. They shall attend the Finance and Executive (F&E) Committee meetings prior to the GCG State Board Meetings in person or via ZOOM. While District Directors attend F&E meetings, they are not voting members.
- Directors are strongly urged to attend Regional and National Conventions, and as many of the other Annual District Meetings as possible.
- Attendance at any meeting is at personal expense or according to the reimbursement policy in your District Policies and Procedures.



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District Finances

District Allowance: The sum of \$ 400 shall be budgeted annually for the expenses of the District Director. (This is the amount currently stipulated in the GCG Financial Policies but may be amended at any time) One check will be sent by the GCG State Treasurer during each fiscal year. Checks are mailed on or about May 10th.

- All District Events requiring checks, shall be handled by the DISTRICT TREASURER, with checks made payable to the District. (GCG Financial Policy)
- At least two Officers shall be authorized to sign on all District Bank Accounts and CDs, that of the District Treasurer and one other Officer, usually the District Director or Co-Director.
- All District Funds shall be kept in bank accounts of the District. No District Treasurer shall close out a bank account/CD or open a new bank account/CD without the express knowledge and permission of the District Executive Committee and this shall be pre-approved or ratified at a District Board Meeting. Approval or ratification of that procedure shall be documented in the minutes of the meeting. Those minutes will be included in the financial records provided to the GCG Treasurer at the end of the fiscal year for tax purposes.
- That any District choosing to hold a Special District Meeting at Convention shall pay all expenses associated with the event. (GCG Financial Policy)
- That the President of the GCG be acknowledged as a COMPLIMENTARY GUEST AT ALL EVENTS sponsored by GCG and/or the seven Districts.
- A proposed District Budget shall be prepared annually and presented to the District Board for approval prior to the Annual District Meeting. (GCG General Policies, District D)
- Expenses not within the budget shall have the approval of a majority of the District Officers. Any unbudgeted expense over \$500.00 shall have the approval of the District Board. (GCG General Policies, District D)
- The income and expenses of each District shall be reported annually on The Garden Club of Georgia, Inc. tax information return. (Form 990- General Policies District D)
- If a District pays a speaker \$600 or more, a social security or federal ID number and address needs to be obtained unless a check is written to a corporation. The GCG Treasurer needs to be sent this information when this happens. GCG will issue the speaker a 1099 in January. If mileage is paid and/or supplies are reimbursed and written in a separate check, this amount would not go on 1099.
- That the District Treasurer shall maintain District financial records for the current fiscal year plus seven preceding fiscal years. Purchase records for capital



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expenditures should be kept on file while the asset is owned and for seven years after it was sold or disposed of. Older records not needed for other historical purposes may be properly destroyed.

- Each District Director shall ensure that the District Treasurer provide the State Treasurer with the complete financial records of the district revenues and expenses based on the fiscal year May 1 - April 30. This report shall be due on or before June 1 and shall include the following: an income/expense statement, copies of all invoices/receipts/vouchers, copy of the approved budget, copy of the district financial policies, copies of all bank statements and minutes from any meeting where a non-budgeted item over \$500 was approved by the District Board. (See GCG General Policies)
- Each District has the authority to determine how the funds held in the District treasury shall be expended. (GCG General Policies, District D)
- That state sales tax shall be added to the total cost of merchandise sold. A receipt, with GCG name on receipt, must be written on all sales showing the state sales tax collected with the purchaser receiving a copy of the receipt. The county of the sale is used for the percent of state sales tax collected and is reported to the General Fund Treasurer at the end of each month. This applies to all seven GCG districts, GCG Ways and Means and all checking accounts using the GCG 501(c)(3) status. This is a Financial Policy with all questions referred to the GCG Treasurer.
- Each District is responsible for maintaining its treasury in a financially sound condition. The Garden Club of Georgia, Inc. shall not be responsible for any District expense or deficit. (GCG General Policies, District D)
- It is preferred that any Landscape Design, Gardening, or Environmental Schools be organized by a Club or Council and not go through the District Treasury. GCG wishes to avoid the need to obtain W-9s from speakers and issue 1099-Misc at the end of the year.
- **GEORGIA HISTORIC HOUSE & GARDEN PILGRIMAGE** That GCG join the Department of Historic Preservation of the Department of Natural Resources and the Georgia Department of Industry, Trade and Tourism in sponsoring an annual Georgia Historic House and Garden Pilgrimage or other fundraising event to benefit the Historic Garden Grant Program. That up to \$2,500.00 be advanced from the Contingency Fund to underwrite expenses incurred in the planning and execution of the pilgrimage. The advance to be repaid from the proceeds of the pilgrimage. That beginning in the spring of 2017, the district rotation schedule to host the fundraiser will be as follows: 2017–Laurel, 2018–Camellia, 2019–Oleander, 2020– Dogwood, 2021–Redbud, 2022–Azalea, and 2023–Magnolia; repeating every seven years thereafter.



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District Newsletter & Reports

A District Newsletter of local interest to the District should be sent at least twice a year through the GCG Board Listserv and the District Listserv. A copy of the Newsletter is to be posted to the District page on the GCG Website. District Chairmen may wish to report items of current significance to their committee. (Make sure the State President receives a copy of the newsletter)

- Directors are urged to publish the first newsletter to arrive before the Club and Council September meetings. It should contain a special invitation to the Annual District Meeting encouraging attendance and giving a brief outline of the meeting agenda.
- The second newsletter should be sent prior to March 1st to include Spring activities, promotion of attendance at the State Convention or Annual Meeting.

NOTE: The State newsletter, “Board Briefs” provides state-wide information from the various State Chairmen.

Reports:

A brief oral report of the activities of select District Chairman should be requested by the Director for each District Board Meeting i.e.: those Chairmen with projects or activities that are upcoming and need to be promoted, or those Chairmen who wish to give a report on a recently completed project. A printed copy of the report should be provided to the Director, Recording Secretary and one copy kept in the Chairman’s file to be passed on to the next Chairman.

Directors should encourage communication between the District Chairmen and corresponding State Chairmen.

Club President’s Annual Activity Report forms will be mailed or emailed to Club President by State Headquarters the first part of January of each year. The club President completes the form and returns it to the District Director by February 15th. The Club President also sends a copy to the State President and Council President if applicable.

- Clubs eligible to be awarded a Standard of Excellence Certificate are determined from the Club President’s Activity Report score. A printed list of those Clubs – including club number and/or city, should be sent via email to the GCG State President. (This list will be used to prepare the Certificates, therefore, please review for accuracy and eliminate typos).



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- From these Club reports and from any reports provided by District Chairmen, the Director compiles statistics for the Annual District Report which is submitted in writing to the State President by March 1st. There is no limit on the length of this report. The GCG State President needs this report to enable writing a State Report for Deep South and/or NGC. An excel spreadsheet may be provided by the State President to track club activities.
- The annual verbal report given by the Director at the State Convention or Annual Meeting may include information from the detailed report above, but all statistics **do not** need to be stated. This report is limited to 5 minutes and should be a summary of District/Club activities, be informative, but also enjoyable to hear.



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District Meetings

Each District shall hold at least one (1) meeting each year, generally in the fall. The date of the meeting shall be set by the State President. The time and place for the meeting shall be decided by the Director and the hostess clubs. The State President shall be the honored guest at each District Meeting. Members of the State Board of Directors are urged to attend. Each club in the District shall have one voting delegate but any member may attend. District Board Members are entitled to vote at their District Annual Meetings.

Director shall send to the State President for approval, names of suggested speakers and subject topics before finalizing District Meeting plans. If speaker does not have a set fee, a token gift should be given.

Meeting Procedures: See Annual District Meeting Manual

- Suggested Chairmen for the meeting to be appointed by the Directors: General Chairman, Registration, Staging & Properties, Door Prizes, Luncheon, Table Decorations, Welcoming Hospitality, Place Cards, etc.
- A majority of the registered eligible voters at a District Meeting shall constitute a quorum. A majority vote of those eligible voters present shall be controlling.
- A timekeeper should be appointed to keep the meeting on schedule.
- Appoint a Committee to approve the minutes. This does not have to be voted on and eliminates the use of valuable time for this procedure.
- A Page may be provided for the State President to escort her to the head of a luncheon line, carry any personal items or gifts, etc.
- Seating places should be reserved at the meeting and the luncheon for all State Chairmen and important guests. Know in advance which State Chairmen are present so that they may be introduced.
- Complimentary luncheon tickets are provided the State President and Speaker.
- A program should be printed showing the agenda, speaker identification, District Officers, credits, Chairmen, and any other pertinent information. Be sure the State Garden Club is listed as The Garden Club of Georgia, Inc.



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Meeting Check List:

- Provide water for speakers at lectern.
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- Check microphone and any audio visual equipment to see that they work properly before meeting.
- Temperature of room should be checked for comfort.
- If needed, projector and screen should be in place and working properly, and wires taped down for safety.

District Nominations and Elections

At the Annual Meeting in each odd numbered year, a Nominating Committee shall be formed, the Director appointing the Chairman, and the other two (2) members and two (2) alternates being elected from the floor.

Refer to GCG Bylaws, Article V, Section 2, and GCG General Policy D-6.

See **Appendix B** “Election of District Nominating Committee” for the Script for the Nomination Committee Election.

At the Annual District Meeting in the even-numbered year, the Nominating Committee shall submit a ticket of candidates for District Officers for the approval of the clubs in the District. The name of the person selected as District Director shall be sent to the State Nominating Committee at least three (3) months before The Annual Meeting of The Garden Club of Georgia, Inc. All District Directors will be elected at the Annual Meeting each odd-numbered year along with the state officers and will become members of the State Board of Directors.

See Appendix C “ Election of District Officers” for Script for the Election of District Officers

The out-going District Director may not serve as Director or Co-Director for the incoming administration. However, a person who has served as Director in the past, may serve again, just not in consecutive terms.

The other District candidates for office are elected at the District Meeting when the ticket is read, but they do not take office until the new District Director beings the term of office.

It is strongly recommended that a nominee for District Director be selected from members currently serving on the District Board. (General Policies, D District, 6)



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Since the duties of the Co-Director are to assist the Director, this District officer should come from the area of the Director. (General Policies, D District 7)

Tips for Agenda

Luncheon- Break during the meeting for the luncheon. Have Chaplain or other designee give a Blessing prior to stopping for lunch. This should be designated in the program. If lunch is a buffet, the State President, speaker, head table and guests should be first in line.

Speaker or program or any special feature – Scheduled where most convenient.

Courtesy Resolution – (Optional)

Announcements – Request written announcements are to be given to the Recording or Corresponding Secretary who will be the only one to make these from the lectern.



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State Convention or Annual Meeting

State Convention held in odd numbered year

Annual Meeting held in even numbered year

The location of the State Convention or Annual Meeting shall rotate automatically each year with the local District serving as host. The following order of rotation shall be observed: 2022-Oleander, 2023-Dogwood, 2024-Redbud, 2025-Azalea, 2026-Magnolia, 2027- Laurel District and 2028-Camellia.

- Approval for any change in the District order of rotation shall be obtained from the State Board of Directors. A recommendation must be submitted at least two years in advance of the proposed change.
- The District Director of the host District for the meeting has the choice of serving as local Convention Chairman or appointing a local Convention Chairman with the approval of the State President.
- A permanent State Convention/ Annual Meeting bank account has been established and signature cards will be changed annually as a new District takes over the responsibility of hosting the meeting. The sum of \$1,000.00 shall be the beginning balance in the meeting checking account when the account is transferred from the previous District to the new host District. These funds serve as a loan or seed money to pay required expenses before registration revenue is received. After the meeting, this \$1000 is to remain in the bank account for the use of the next host District, before division of any ensuing proceeds. (See Financial Policies – Administration – Convention #41-49 for details).
- A Special District Meeting at the State Convention is optional.
- That any District choosing to hold a Special District Meeting at the State Convention shall pay all expenses associated with the event. (Financial Policies #32)

The Certificates of Appreciation are distributed at the Special District Meeting at State Convention or at the Annual District Meeting. The District will determine how the certificates will be distributed.

- The Certificates should be checked for proper signatures and names of winners. Due to the limited time schedule, a method of giving out the certificates should be determined in advance.
- State Chairmen will complete and sign all certificates and mail to the State President, with a list giving name of Club and town provided.



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- Completed certificates and Club list are mailed by the State President to the District Directors – or given to them at Convention/ Annual Meeting.
- Look in The Guide, “What to Send Where” for list of State Chairmen that are designated to sponsor Certificate of Appreciation.



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State Board Meetings

Meeting CALL Notice:

Each State Board Member, including District Directors and Co-Directors, will receive a notice prior to State Board Meetings which are usually held in September and April annually. Details of the meeting will be given with prompt response requested for the Board dinner reservation and attendance registration.

Absences:

The member shall notify the President, State Recording Secretary, and Board Meeting Coordinator if unable to attend.

Explanation of absence should reach the President and Recording Secretary before the meeting of the Executive Committee. In the event of the absence of an officer or chairman at two consecutive Board meetings, unless excused by the Executive Committee, the Corresponding Secretary shall give that Board Member's name to the President who will contact that Board Member and then determine if a replacement will be made. (Bylaws, Article VI, Section 2)

The Executive Committee has full power to accept, or reject, excuses for absence from the meeting of the Board of Directors. Examples of acceptable absence to be illness of an individual or illness in their immediate family, or other emergency. Other excuses will be judged on their validity. Request for excuse, with no reason given, will not be accepted. (Bylaws, Article 6 Section 2) (General Policies, State Board Meetings)

Recommendations:

All major action or expenditure of funds must be approved by the Board of Directors.

All recommendations must be submitted in writing, preferably via email, at least two weeks before the State Board Meetings. Send email to the State President, the State Recording Secretary, the State Committee affected; and keep a copy for your file. If it is financial, send a copy to the Finance Officer and GCG Treasurer also.

Reports:

A typed, double spaced report is required from all Board Members for each State Board Meeting. This report is put on the listserv and may be emailed to the State President, Recording Secretary and one copy kept for a personal file. In your "call letter" the State President will let you know what and how the report should be done. (Bylaws, Article VII, Section 3)



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- Time allotment for oral reports of each District Director is five (5) minutes. All Board reports have a specified time and are closely monitored. A timekeeper is appointed to warn (bell ringing) of any extension of the limit. Be sure to compose your report to stay within this time frame. There is not a need to address “Madam President”. Include the current total number of Clubs in the District and total number of Members in the District. This oral report should be informative and interesting. Keep it light.
- Keep reports factual, brief, concise, and pertinent to District activities. Stress support of State and National objectives, and other participation by District Clubs and Councils.
- Cover period from last report date to present. Exception: The Annual Report should cover entire club year May 1 – April 30. The written term report should cover the full term with all the details. Make it interesting but include details and statistics - realize this is for the archives and is the historical account of what happened during your whole term.

Style and Format:

The Recording Secretary will notify you the style and format for the Annual Report. Send your report to the Recording Secretary and the Communications Chairman (Mgr.), who will send it out by email via the Listserv.

All reports should include this info in upper right corner of page,

REPORT: Chairmanship and or Office
Your Name,
Place and Town of Board Meeting
Date of Board meeting

All reports should be written in the third person (he, she, it, and they). Avoid the use of “I”, and a reference to anything of personal nature. (“This Director” may be used.)

Procedure Information:

- The State President must approve, prior to mailing or emailing, any material to be sent to the general membership.
- Copy of any important correspondence should be mailed or emailed to State President to keep her informed of all developments.



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- **When determining dates, consult the master calendar on the GCG website. Setting of dates for meetings workshops, conferences, and special events etc., should be done in consultation the State President.**
- Send information regarding District-wide and/or significant club events (garden tours, lecturers, NGC schools, fund-raisers where the public is invited, flower shows, etc.) to the Communications chairman and Calendar coordinator as soon as possible. This will be input into the website. Include, date(s), times (start and end), location, responsible club, contact information, cost, if any.

Additional Meetings

- The annual Historic House and Garden Pilgrimage helps raise funds to support a matching grant for the restoration of historic, non-profit, public landscapes and gardens in Georgia. Over the years, districts have chosen to hold lectures or garden tours as their fundraiser of choice. That beginning in the spring of 2017, the district rotation schedule to host the fundraiser will be as follows: 2017– Laurel, 2018–Camellia, 2019–Oleander, 2020– Dogwood, 2021–Redbud, 2022– Azalea, and 2023–Magnolia; repeating every seven years thereafter. (See financial policies).
- The GCG Board, Finance & Executive Committees, Board of Trustees, Investment Committee, and all other standing committees are authorized to meet by telephone conference or through other electronic communications media so long as all the members may simultaneously hear each other and participate during the meeting. This policy also applies to all District Board Meetings and Annual Meetings, when in-person gatherings prove prohibitive. Action taken are to be ratified at the next in-person meeting.

In case of an emergency, email voting shall be allowed, but only the President shall call for a vote by email on a motion presented to the Board of Directors. If approved, the vote shall be ratified at the next Board of Directors Meeting.



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Term Calendars

Calendar - Odd Year:

January 15 or before (3 months before the Spring Convention):

- Current Director sends name of person selected as new District Director to the State Nominating Committee Chairman.
- An additional GCG Board Meeting may be called by the President. A Board Report will need to be sent to the Communications for distribution regardless. This report should cover what has happened in the District since September, and any major events planned for the Spring.

January/February

- District Board Meeting - check your District Policies and Procedures to determine what you need to do at this meeting. Each District is a bit different. Check for your District's requirements on adopting a budget as some Districts must put this in place prior to the beginning of the fiscal year.

March/April:

- By March 1, compile a District detailed summary report from the Club Presidents' Activity Reports and District Chairmen Reports, and send to the GCG State President.
- Send a list of Clubs qualifying for Standard of Excellence to the GCG President who will print certificates for the Clubs.
- Incoming District Director - Finalize your District Board Chairmen by July 1.
- Send to new State President and GCG HQ a list of District Officers, Committees and Committee Chairmen, Advisory Board, Club Councils, and Council Presidents, number of clubs in Council, date and frequency of meetings and a list of clubs in your District. Include addresses, zip codes, telephone numbers and email addresses of all District Board members. The Directory is printed for the first Fall GCG Board Meeting. HQ Office Manager may have all addresses in her data base and only need names of Board Members. She will send out a form to each Director to just fill in names.
- Send a photograph, biographical sketch, and theme to the *Garden Gateways* Editor by April 15.
- Send a photograph and theme to GCG HQ for the GUIDE and printed Directory by April 15.
- Incoming GCG State President will work with the District Director to determine the dates when the meetings are to be held in your District in October.
- Current and/or incoming District Director may select place for Annual District Meeting and send to incoming GCG State President.
- In planning the Annual District Meeting, the Incoming District Director should meet with the District Chairman and key committee members to begin planning for the meeting.



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- Speakers for the Annual District Meetings must be approved by State President. Send the speaker's name and brief biographical information and topic of speech to the State President.

April/May:

- Annual State Convention.
- District Directors shall attend the Finance and Executive (F&E) Committee meeting held the day before the Board meeting or via ZOOM several days in advance of the Board Meeting. District Directors are invited to observe and discuss topics but do not vote. Incoming District Directors and other incoming GCG officers are generally invited to attend the Spring Finance & Executive Committee meeting as guests.
- If the meeting is held in person the day before the Annual State Convention, F&E members and District Directors frequently dine together that evening.
- Outgoing District Director's Annual District Report is given verbally at the Board Meeting, limited to five minutes. It does not need to contain all the detailed statistics required for other written reports. Written report is sent to the Communications Chairman immediately after Convention for distribution. A full Two Year Term Detailed District Director's Report is sent to the Recording Secretary to be filed in the archives.
- Outgoing District Director will preside at a Special District Meeting (if one is scheduled), coordinate the installation ceremony for incoming District Officers and provide any printed program or agenda. If this meeting is not part of the Convention, Officers will be installed at a place and time determined by each individual District.
- Incoming District Director will officially be elected and installed at the Convention with the other GCG Officers and become a member of the GCG Board.

May/June:

- District Executive Committee Meeting should be held as soon as possible after Convention to handle whatever business is dictated in your District's Policies and Procedures. Some Districts work on the drafts of their budgets in the early summer months. Other Districts do this earlier in order to have that in place prior to the beginning of the Fiscal Year so that there is no break to legally write checks if necessary.
- Be sure your Co-Director knows she/he is on the GCG State Board as part of the Membership Team and is expected to attend all GCG Board Meetings.

May 10:

- Money is allocated from GCG to reimburse the District Director for some expenses associated with the Director's position. District Treasurer receives District allotment from State Treasurer. Receipts are required for the District Treasurer to issue any reimbursement.



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May 20:

- The Outgoing District Director ensures that the outgoing District Treasurer shall provide the State Treasurer with the complete financial records of the District revenues and expenses based on the fiscal year May 1 - April 30. This report shall be due on or before June 1, and shall include the following: an income/expense statement, copies of all invoices/receipts/vouchers, copy of the approved budget, copy of the district financial policies, copies of all bank statements and minutes from any meeting where a non-budgeted item over \$500 was approved by the District Board. (See GCG General Policies)

Summer:

- Sponsor a Leadership Workshop and an Awards Workshop - may be held jointly and may be held with another District. GCG State President and Workshop Chairmen will coordinate this with you to establish dates.
- Work with your District Chairmen to familiarize them with their duties and responsibilities. Always a good idea to have job responsibilities printed and go over them with each Chairman.
- Be sure the District Treasurer has an official Expense/Reimbursement Form to give to any Chairman who has expenses that will be reimbursed. **Receipts are required before any checks can be issued.** District Director's approval is also required. No Exceptions. Please review that policy with your Treasurer and Chairmen.
- Work with your District Committee that is in charge of your Annual District Meeting to be sure everything is going according to plan.
- If a State Board Orientation is held, it is recommended that you attend.

July/August:

- Community Wildlife Project (CWP) Workshop – District Directors and District CWP Chairmen are invited and encouraged to attend.
- Cherokee Garden Library (CGL) Orientation at the Atlanta History Center - District Directors and District CGL Chairmen are invited and encouraged to attend.
- District Newsletter - promote Annual District Meeting and any upcoming projects. Send a copy of newsletter to the Listserv Mgr. to share with your District and the GCG Board. Send a copy to HQ to post on the District page of the GCG Website.
- District Board Meeting – budget needs to be approved by District Board if not already done.

September/Oct:

- Fall GCG State Board Meeting. District Directors shall attend the Finance and Executive Committee (F & E) meeting the day before the Board Meeting or attend via ZOOM approximately a week prior to the meeting. The 1st VP and the District Directors generally have a short meeting together immediately following



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the F&E Meeting or will meet via ZOOM. If Meeting is held in person, F&E members and District Directors frequently dine together that evening.

- Remind your Co-Director to plan on attending the GCG Fall Board Meeting.
- District Director's Report will be given at the Board Meeting and a written copy is due shortly after the board meeting and is sent to the Communications Chairman, GCG President and Recording Secretary. Report should cover what has happened in the District since April, and major events planned for the fall.

October Annual District Meeting:

- Annual District Meetings. District **Directors** are asked to attend as many other District meetings as possible.

SEE Appendix A: District Board Meeting or Annual Meeting Script

- The night before the meeting the District Director usually arranges for a restaurant reservation for visiting District Directors, State Officers, and any other visiting guests. This casual event is "Dutch treat."
- Election of District Nominating Committees. The District Director appoints the Chairman (be sure to have this person's prior consent to serve). Two other people will be elected from the floor to serve on the Nominating Committee. It is usually a good idea to have qualified candidates already in mind and their consent/willingness to serve established.

SEE Appendix B: Election of District Nomination Committee Script

- At your Annual District Meeting, District awards, certificates, etc. should be presented during this time if you did not already give them at the previous State Annual Meeting.
- Certain NGC and State Awards may be presented to Clubs during the meeting. Coordinate with the GCG President.
- See previous years' programs for detailed list of activities and order of occurrence.

Dec 1:

- Yearbook Award entries deadline.
- Check Awards Section in GUIDE for many other Award deadlines. Coordinate with your District Chairmen to apply for awards on behalf of your District.



Guidelines for District Directors 2021 – 2023 Term

Calendar - Even Year:

January or February:

- District Newsletter (promoting the Annual State Convention). Share newsletter with Listserv Mgr. for State Board and with HQ for website.
- District Board Meeting.
- All GCG Chairmen, including District Directors, send a Board Report to the GCG communications chairman. January GCG Board meetings are no longer required and may or may not be held at the discretion of the GCG President. However, the Board Report is still sent to the GCG communications chairman for distribution. This report should cover what has happened in the District since September, and any major events planned for the Spring.

March:

- By March 1, compile a District detailed summary report from the Club Presidents' Activity Reports and District Chairmen Reports, and send to the GCG State President. Send a list of Clubs qualifying for Standard of Excellence Certificate to the GCG President who will print certificates for the Clubs.
- Approval by State President of the speaker and program topic is necessary before finalizing Annual District Meeting plans. Send the speaker's name and brief biographical information and topic of speech to the State President.

March/April/May:

- Annual State Meeting and Spring State Board Meeting.
- District Directors shall attend the Finance and Executive (F&E) Committee meeting the day before the Annual Board meeting or via ZOOM the week before the Annual Board Meeting. The 1st VP and the District Directors generally have a short meeting together immediately following the F&E meeting or via ZOOM. If Meeting is held in person, F&E members and District Directors frequently dine together that evening.
- The GCG State President or GCG State Chairmen will give you signed Certificates of Appreciation for you to distribute at your Annual District Meeting.
- Annual District Report will be given at the Board Meeting (5 minute limit) and written report is due shortly after Board Meeting and sent to Communications Chairman, GCG President and Recording Secretary.

May 10:

- Money is allocated from GCG to reimburse the District Director for some expenses associated with the Director's position. District Treasurer receives District allotment from State Treasurer. Receipts are required for the District Treasurer to issue any reimbursement.

May 20:



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The District Director ensures that the District Treasurer shall provide the State Treasurer with the complete financial records of the district revenues and expenses based on the fiscal year May 1 - April 30. This report shall be due on or before June 1 and shall include the following: copy of the approved budget, an income/expense statement, copies of all invoices/receipts/vouchers, copy of the district financial policies, copies of all bank statements and minutes from any meeting where a non-budgeted item over \$500 was approved by the District Board. (See GCG General Policies)

Summer:

- If desired, sponsor a Presidents' Workshop.
- During the second year, other workshops may be considered: i.e., Legislative, Environmental, etc.
- Work with your District Chairmen for the upcoming Annual District Meeting.
- Speaker must be approved by State President.

August:

- District Newsletter (promote District Annual Meeting)
- District Board Meeting – Elect the District Representative and Alternate to the GCG Nominating Committee. Prepare a list of who on your District Board is eligible to be elected referring to the GCG Bylaws. (GCG Bylaws: To be able to serve as a member of the Nominating Committee, a Board Member must have completed a minimum of three (3) years' service on the Board of Directors of The Garden Club of Georgia, Inc. and must have attended two (2) out of the last three (3) meetings of the Board of Directors. A Board Member who has served on the last Nominating Committee is ineligible to serve as a Member of the next Nominating Committee. If Alternate did not serve, eligibility shall be renewed.)

September:

- Fall GCG State Board Meeting. District Directors shall attend the Finance and Executive (F & E) Committee Meeting the day before the Board Meeting or attend via ZOOM approximately a week prior to the meeting. The 1st VP and the District Directors generally have a short meeting together immediately following the F&E Meeting or will meet via ZOOM. If Meeting is held in person, F&E members and District Directors frequently dine together that evening.
- Remind your Co-Director to plan on attending the GCG Fall Board Meeting.
- District Director's Report will be given at the Board Meeting and a written copy is due shortly after the board meeting and is sent to Communications Chairman, GCG President and Recording Secretary. Report should cover what has happened in the District since April, and major events planned for the fall.

October:



Guidelines for District Directors 2021 – 2023 Term

SEE: Appendix A: District Board Meeting or Annual Meeting Script

- Annual District Meetings. District Directors are asked to attend as many other District meetings as possible.
- The night before the meeting the District Director usually arranges for a restaurant reservation for visiting District Directors, State Officers, and any other visiting guests. This casual event is “Dutch treat.”
- District Nominating Committee presents a slate of District Officers. Election of District Officers takes place and Approval of Nominee for Director.

SEE: Appendix C: Election of District Officers Script

- At your Annual District Meeting, District awards, certificates, etc. should be presented during this time.
- Certain NGC and State Awards may be presented to Clubs. Coordinate with the GCG President.

Dec 1:

- Yearbook Award entries deadline.
- Check Awards Section in GUIDE for many other Award deadlines. Coordinate with your District Chairmen to apply for awards on behalf of your District.



Guidelines for District Directors

2021 – 2023 Term

Guidelines for District Directors - History

First Edition, July 1979

**Revised: January 1981, November 1986, June 1994, August 2009, August 2019,
May 2021, January 2023**

This handbook has been compiled as a reference source for District Directors of The Garden Club of Georgia, Inc. in fulfilling obligations to the organization, and to assist in responsibilities to the clubs and councils under their leadership. It is intended to serve as a general guide with adjustments permitted to conform to current situations. Careful attention should be directed to any changes in the Bylaws and/or Policies of the National Garden Clubs, Inc. and The Garden Club of Georgia, Inc.



Guidelines for District Directors

2021 – 2023 Term

Appendix A: District Board Meeting or Annual Meeting Script

(Name) District Meeting (Board) or (Annual) Meeting

Date, Month Day Year

Meeting Place

City, State

CALL TO ORDER

Only ONE TAP of Gavel wait for Order

The Regular meeting of the (Board), or (Annual) of the (Name) District will come to Order.

WELCOME Presiding Officer: Identify yourself, welcome each group, members, Board Members, and Guests. Names will come later.

INSPIRATION: Chaplain (Name) will give the inspiration.

Thank you (Name) for those most appropriate words of inspiration to begin the meeting.

PLEDGE OF ALLEGIANCE: The assembly will please stand and join in the Pledge of allegiance to the flag of the United States led by (Name, Title). (Flag placed to the Right of Presiding Officer)
(If NO flag, do not Pledge).

Welcome

INTRODUCTIONS: The Chair (Presiding Officer NOT "I") will present **those seated at** the Head Table. Please stand and remain standing and hold applause until all have been presented. (Always instruct assembly).

"To my far left, Parliamentarian next to Director". "To my far right, Last one and seated on Right of Director is GCG President, if present." All stand in respect of Office.
(Number seated at Head Table is usually determined by space).

Recognition of Mayor or representative:

We are so pleased to have Mayor (Name) with us today. Let's give him a warm greeting from the members of The Garden Club of Georgia, (Name) district.

Thank you, Mayor, (name), for your most gracious Welcome to your city.

RECOGNITION OF OUR SPECIAL MEMBERS:

- 1) We are honored to have with us today former GCG Presidents from the (Name) District.

Please stand when your name is called and hold all applause until all have been introduced.



Guidelines for District Directors 2021 – 2023 Term

- 2) Immediate Past District director, (Name). Please stand as your name is called.
- 3) Former District Directors, (Names) Please stand as your name is called

OTHERS TO BE RECOGNIZED AT ANNUAL DISTRICT MEETING:

GCG BOARD MEMBERS:

If you are a GCG Board Member, please stand.

If you are a GCG life Member, please stand.

DEEP SOUTH REGION BOARD MEMBER:

If you are a DSR Board Member, please stand.

If you are a DSR Life Member. Please stand.

NATIONAL GARDEN CLUB BOARD MEMBER:

If you are a NGC Board Member, please stand.

If you are a NGC life member, please stand.

EMERITUS GCG BOARD MEMBERS:

If you are an Emeritus member of GCG, please stand.

(The above information will be given to the Presiding Officer before meeting by the Registration Chairman).

Recognize at both Board Meeting and Annual District Meeting.

Will the Club and Council Presidents please stand.

Committee Chairmen, please stand.

First time attendees, please stand.

Is there anyone who may have been missed?

PRELIMINARY REGISTRATION REPORT:

Report includes Total Registration and Total Voting Members present to determine if a Quorum is present. Only The Chair announces that a Quorum is present as written in District Policies and Procedures.

MEETING APPOINTMENTS:

Time Keeper(s): “The Chair appoints Member A to time each report as requested.”

Approve minutes Committee: “The Chair appoints the following to approve minutes: Member B, Chairman; Member C; and Member D”.

Tellers: “The Chair appoints the following to the Tellers Committee: Member E, Chairman; Member F; and Member G”. (For election of Nominating Committee to select officers for next administration, follow rules written in Policies & Procedures).

THE FIRST BUSINESS IN ORDER IS:

Approval of minutes of previous meeting: Chair: “ Have the minutes of the previous meeting been approved and circulated”? Recording Secretary announces “yes”.



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Correspondence not requiring action: Chair: “Corresponding Secretary will read any correspondence not requiring action.” (Determine this before meeting, if none, strike).

FINANCIAL REPORT: Chair: “The Treasurer, (Name), will give the Financial report. Chair: “Are there any questions?” Call on Treasurer to answer any questions. If no questions; Chair: “Hearing none, the report will be Filed”. (do not say “for Audit”)

DISTRICT DIRECTOR'S REPORT:

CO – DIRECTOR'S REPORT: MEMBERSHIP COMMITTEE

2 min

COMMITTEE REPORTS:

Chair; “Committee Reports will be given later.

Exception: If a Committee Report requires a vote, then will be under heading of NEW BUSINESS.

UNFINISHED BUSINESS:

The CHAIR should be aware of any UNFINISHED BUSINESS, that will determine if this will be in the script.

NEW BUSINESS:

Chair: “The next Business in Order will be the Recommendations from Executive Committee.” Secretary will read Recommendation and says, “I move the adoption of the Recommendation.” The Chair will read again to officially have motion on floor. Recommendation comes from a Committee therefore no SECOND is required. Chair: “Is there any discussion”? Amendments may be made, if amendment is approved, then vote Motion as amended. “Are you ready for the question?” “All in favor of approving the motion to (repeat motion), say “Aye”, any opposed say “No.” “The Ayes have it and the motion is adopted OR, the Nos have it and the motions is defeated. Continue until all Recommendations have been voted.

SPECIAL ORDER OF THE DAY:

Chair: “The next Business in order is the ELECTION of a Nominating Committee:

The Parliamentarian will read section from GCG Bylaws pertaining to the election of the District Nominating Committee, Article V, Section 2, District Nominations and Elections.” Announcement of District Director's appointment of Chairman may be made at District Board meeting, but no action taken. Nomination and Election of two (2) members and two (2) alternates being nominated from the floor and elected at Annual Fall District Meeting in October. If only two members and two alternates are nominated, voice vote is allowed, if more names are nominated vote must be by ballot. Nominations do not need a second. The vote required is a Majority.

Chair: “The floor is now open for Nominations for the District Nominating Committee.”



Guidelines for District Directors 2021 – 2023 Term

(BUDGET:

The Budget should have been approved at the Winter Board Meeting. Checks may have needed to be written for such items as a deposit on a venue for Annual Meeting in October. NO checks shall be written without a valid Budget).

ANY FURTHER NEW BUSINESS?

COMMITTEE REPORTS:

CHAIR: Committee Chairmen, please line up to use microphone stating your name and Committee Chairmanship to make your report.

ANNOUNCEMENTS:

Announcements should have been given to Corresponding Secretary during meeting.

ADJOURNMENT:

CHAIR: “If There is no further business to come before the assembly and if there are no objections, (pause) hearing none, this meeting is adjourned.”

Print on Program Important future Dates



Guidelines for District Directors 2021 – 2023 Term

Appendix B: Election of District Nomination Committee Script

Election of District Nominating Committee

At the Annual Meeting each odd numbered year, a Nominating Committee shall be formed, the Director appointing the Chairman, and the other two (2) members and two (2) alternates being elected from the floor.

Refer to GCG Bylaws, Article V, Section 2, and GCG General Policy D-6.

Script for Nominating Committee Election

NEW BUSINESS:

Presiding Officer: "The District will now elect a Nominating Committee for District officers to report October 2022 for election. The Parliamentarian will read from GCG Bylaws Article V, section 2 and GCG General policy D-6."

Presiding Officer: Announce Chairman appointed by District Director and those who are eligible to vote. "The floor is now open for nominations for two (2) Members of Nominating Committee."

After nominations, pause, "Hearing no further nominations, the Chair declares the nominations closed." If more than two are nominated, hold a Ballot vote. Tellers would have been appointed earlier in the meeting. Instruct method to vote on Ballot, such as, circle the two names for whom they are voting.

Instruct Tellers to collect Ballots and Count. Tellers report, number votes cast, number votes each winner received. If only two names are nominated for the Member of Nominating Committee the vote may be by voice.

"All in favor of _____ and _____ serving as Members of the Nominating Committee say AYE, any opposed, say NO. The Ayes have it and these are the Members of the Nominating Committee."

Presiding Officer: "The floor is now open for nominations for two (2) Alternates for the Nominating Committee." Same instructions if Ballot voting is necessary or if by Voice vote.

Presiding Officer: Announce and Congratulate those who will be serving on the Nominating Committee.



Guidelines for District Directors

2021 – 2023 Term

Appendix C: Election of District Officers Script

GCG Bylaws

District Nominations and Elections

NEW BUSINESS

Special Order of the Day:

Chair: The next business in order is the Election of District Officers. The parliamentarian will read from GCG Bylaws Article V Section 2, 2nd and 3rd paragraph. "At the Annual District Meeting in the even numbered year the Nominating Committee shall submit a ticket of candidates for District Officers for the approval of the clubs in the District. The name of the person selected as District Director shall be sent to the State Nominating Committee at least three (3) months before the Annual Meeting of The Garden Club of Georgia, Inc. All District Directors will be elected at the Annual Meeting each odd numbered year along with the state officers and will become members of the State Board of Directors."

(The out-going District Director may not serve as Co-Director for the incoming administration. The District candidates for office are elected at the District Meeting when the ticket is read, but do not take office until the new District Director's term begins).

Chair: Calls for Chairman of Nominating to read the ticket of candidates for officers. The ticket is then handed to Presiding Officer who shall read ticket to be officially on the floor.

Chair: "Are there nominations for (Name Office), Hearing None, the chair declares nominations closed." (Name Office) continue with all declaring Nominations Closed after each.

If there are nominations from floor, vote for that position shall be by Ballot (Tellers appointed earlier in Agenda will pass out ballots to those eligible to vote). If no nominations from floor, vote maybe voice vote for ticket as presented.

Chair: "All in favor of ticket as presented say "Aye," any opposed say "No."

"The Ayes have it and these are the District Officers for term 2023-2025, Congratulations!"