

Policies and Procedures

The Garden Club of Georgia, Inc.
Azalea District II
General Policies and Procedures

Membership	Pg. 2
Officers	Pg. 3
District Board	Pg. 3
Standing Committees	Pg. 3
Meetings	Pg. 3
Nominating Committee	Pg. 5
Finances	Pg. 6
Amendments	Pg. 7
Awards	Pg. 8

The Garden Club of Georgia, Inc.

Azalea District II

General Policies and Procedures

As an entity of The Garden Club of Georgia, Inc., the Azalea District Policies and Procedures shall conform with The Garden Club of Georgia, Inc. Bylaws, General and Financial Policies, and the National Garden Club, Inc. Bylaws.

Membership

1. Membership shall be composed of member clubs situated within the parameters of the Azalea District as set forth by The Garden Club of Georgia, Inc. Clubs must maintain an active membership and be a member in good standing of The Garden Club of Georgia, Inc.
2. To be members in good standing, all dues must be paid to The Garden Club of Georgia, Inc. by March 1st of each year. The District requires no dues.
3. The District Director shall have jurisdiction over the District Master List of clubs and shall exercise all precaution in the use of this list. (Refer to GCG General Policy D-4.)
4. The official list of club presidents (Membership List) is available only when authorized by the District Director. This list is NOT to be used for solicitation of funds and the safekeeping is the responsibility of the Board Member requesting the list.

Officers

1. The Azalea District Elected Officers shall be District Director, Co-Director, Recording Secretary, Treasurer, and Assistant Treasurer. These officers and the Immediate Past District Director shall comprise the voting members of the Executive Committee.
2. The Corresponding Secretary and Parliamentarian shall be appointed by the District Director. These are non-voting members of the Executive Committee along with the former District Directors serving as Appointed Advisors.
3. The District Director shall have supervision over all clubs in the district.
 - a. The Director shall preside over all District Meetings.
 - b. The Director may appoint sub-chairmen to support corresponding GCG Chairmen. The District Director shall send a report of the activities of all clubs in the District to the State President before annual meeting and shall give this as the yearly report.
 - c. The Director shall attend all State Board Meetings and send via email a typed, double spaced report as requested. (Refer to GCG Bylaws Article IV, Section 2, E).
 - d. The Director shall serve as a non-voting member on the GCG Executive Committee. (Refer to GCG General Policy A-15).
4. The duties of the Co-Director are to assist the Director and assume the duties of the Director when required, including filling that office should a vacancy occur for any reason. This officer shall serve on The Garden Club of Georgia, Inc. Membership and Development Team. The nominating committee, in the selection of the candidate, shall consult the Director nominee. (Refer to GCG General Policy L-6).
5. The Recording Secretary shall be responsible for providing a copy of the minutes to the Director and the approving committee within thirty (30) days following each meeting. An approved copy,

with treasurer's report attached, shall be made available to each Board member by the next meeting.

6. The Treasurer shall keep district funds, pay bills, send donations and keep accurate records in accordance with good accounting principles, and forward such to the State Treasurer for audit when requested.
7. The Assistant Treasurer shall assist the Treasurer as requested by that officer or the District Director.
8. A vacancy occurring in any elected office other than the District Director shall be filled by the Executive Committee with approval by the District Board.

District Board

1. All elected and appointed officers shall be voting members of the Board.
2. All appointed chairmen and each club/council president OR representative shall be a voting member of the Board.
3. To assure continuity, each succeeding Board shall be composed of at least one-third former members.
4. All District Board Members shall have online access to the current GCG Guide, the Azalea District Policies and Procedures, and the Azalea Awards requirements.

Standing Committees

1. District Standing Committees shall correspond with The Garden Club of Georgia, Inc. Standing Committees.

Meetings

1. An Executive Committee meeting shall be held within the month preceding each District Board meeting.
 - a. Four voting members shall constitute a quorum for the Executive Committee.
 - b. A majority vote of those present shall be controlling.
 - c. Former District Directors serving as Advisors during the term shall be invited to each Executive Committee meeting to participate as a non-voting member.
 - d. Discussion and voting may be held by electronic means when necessary with a majority of all Executive Committee members controlling. This vote shall be ratified at the next Executive Committee meeting and become part of the minutes of that meeting.
2. The District Director shall hold two (2) Board meetings per year, which shall be placed on the State Calendar of Events with the GCG Corresponding Secretary.
 - a. In order that Board Members are able to attend each meeting, the Director shall remind them of the upcoming meeting at least one (1) month in advance.
 - b. In the event that the Director cannot attend a scheduled Board meeting, the meeting should not be cancelled but rather held with another officer presiding.
 - c. A majority of Board Members registered shall constitute a quorum.
 - d. Electronic discussion and voting may be held when necessary. Any electronic vote must be ratified at the next Board meeting and become part of the minutes of that meeting.

3. In odd-numbered years, the outgoing District Director shall host a District Installation in conjunction with the GCG Annual Meeting. All room rental/facility charges for this breakfast shall be paid by the District (Refer to GCG Financial Policy A-32.)
 - a. It shall be the responsibility of the Director to prepare an agenda and reproduce it for members attending. Funds are to come from the District Treasury.
 - b. The outgoing Director shall ask the person selected by the incoming Director to conduct the installation ceremony for new officers at this time.
 - c. Visiting National and Regional Officers are given a certificate at the District Installation with a picture of Founders Memorial Garden stating that a donation to the Garden has been made in their Honor (\$25.00 budgeted item). Funds are to be paid by the District Treasurer from the District Treasury.
 - d. A certificate stating that a donation has been given to the GCG State President's "special project" shall be given to the President at this meeting (\$25.00 budgeted item). Funds are to be paid by the District Treasurer from the District Treasury.
 - e. Recognition certificates shall be distributed to delegates of member clubs at the District Installation at State Convention by the District Director or her appointee. For years when there is no Installation, the certificates shall be distributed at the following Fall District Meeting.
4. The Azalea Fall District Meetings shall be held each year in accordance with Article VIII, Section 3 of The Garden Club of Georgia, Inc. Bylaws.
 - a. The date of the meeting shall be set by the State President.
 - b. The time and place for the meeting shall be decided by the Director and the hostess clubs.
 - c. The State President shall be the honored guest at each District Meeting. Members of the State Board of Directors are urged to attend.
 - d. Each club shall have one voting delegate; all members are encouraged to attend.
 - e. The majority of delegates registered shall constitute a quorum.
 - f. A majority vote of the delegates present shall be controlling.
 - g. The District Director selects the chairman from the host clubs. The meeting hosts are on a rotation system as follows:

2021 **Athens #2** (Athens, Heritage, Junior Ladies, Ladies)

2022 **Augusta #1** (After Six, Azalea, Cherokee Rose, Garden Arts, Greenbrier, Grovetown, Iris)

2023 **Gray** (Gray), **Milledgeville** (Carrington Woods, Milledgeville, *Old Capital, Town & Country); **Sandersville** (Town & Country)

2024 **Athens #1** (Bobbin Mill, Rose & Dahlia, Town & Country, Green Acres); **Loganville** (Rosemary & Thyme); **Monroe** (Evergreen, Monroe); **Social Circle** (Gateways); **Watkinsville** (Watkinsville)

2025 **Louisville** (Louisville); **Midville** (Midville); **Sharon** (Sharon-Raytown); **Thomson** (Pine Needle); **Warrenton** (Warrenton); **Waynesboro** (Burkeland)

2026 **Augusta #2** (Hillside, Magnolia, Pine Needle of Augusta, Pine Needle of Lincolnton, Pioneer, Sand Hills, Spade & Trowel)

2027 **Comer** (Honey Pond), **Elberton** (Iris), **Hartwell** (Hartwell, Madora, Nancy Hart, Pine Tree), **Washington** (Iris)

2028 **Eatonton** (*Town & Country), **Greensboro** (Greensboro), **Madison** (Boxwood, Magnolia), **Monticello** (Monticello), **Union Point** (Union Point)

*Indicates Grand Gardeners Club

- h. All proposed programs for District Meetings shall be submitted for approval to the State President before any speakers are definitely committed or finalized.
 - i. Meetings shall be “self-supporting” with Registration fee. Centerpieces shall be donated by the host clubs and disposition of centerpieces shall be at the Discretion of the Host Club.
 - j. A certificate stating that a donation has been given to the GCG State President’s “special project” and shall be given to the President at this meeting (\$25.00 budgeted item). Funds are to be paid by the District Treasurer from the budget.
 - k. Any profits from the District Meetings, excluding centerpieces, are to be retained in the district treasury.
5. The President of The Garden Club of Georgia, Inc. shall be acknowledged as a complimentary guest at all District events.
 6. In case of emergency or cancellation of a scheduled business meeting, the business of the organization may be conducted in accordance with the provisions in The Garden Club of Georgia, Inc., Bylaws Article VI Section 6 and Article VIII Section 2.
 7. *Roberts’ Rules of Order, Newly Revised* shall be the Parliamentary Authority for any meeting of the Azalea District Executive Committee or the District Board except where anything therein is inconsistent with these Policies and Procedures.

Nominating Committee

1. 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.
 - a. The current Director is ineligible to serve on the Nominating Committee of the District.
 - b. 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.
 - c. 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.
 - d. All District Directors shall be elected at the GCG Annual Meeting each odd numbered year along with the state officers and shall become members of the State Board of Directors.
 - e. The out-going District Director may not serve as Co-Director for the incoming administration.
 - f. The other 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. (Refer to GCG Bylaws Article V, Section 2).
2. The nominee for District Director shall be selected from members who have served on the District Board for at least two (2) terms, not necessarily consecutively. (Refer to GCG General Policy D-6.)

Finances

1. The Fiscal Year for Azalea District shall be May 1 – April 30.
2. A proposed district budget shall be prepared annually to be presented to the District Board in February for approval prior to the first of May, the new financial year.
3. Expenses not within the budget must have the approval of a majority of the district officers. Any unbudgeted expense over \$500 must have the approval of the District Board.
4. The income and expenses of each district shall be reported annually on The Garden Club of Georgia, Inc. tax information return. (Form 990).
5. Each 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. (Refer to GCG General Policies D-1, 2,3.)
6. An itemized copy of the District Treasurer's Report as of March 1 must be mailed to the GCG President by March 15 each year for review regarding state funding for the District Director. (Refer to GCG Bylaws Article X, Section 6, B.)
7. Payments for the following shall be included in the district budget in appropriate years.
 - a. The registration package plan for the GCG State Convention held in the odd numbered years shall be paid by the District Treasurer for the current Director. A payment of three nights lodging for Convention shall be paid by the District Treasurer. The total shall be determined in the annual budget depending on location.
 - b. The registration package for the GCG one-day Annual Meeting in the even numbered years shall be paid by the District Treasurer for the current Director. A payment of two nights lodging for Annual Meeting shall be paid by the District Treasurer. The total shall be determined in the annual budget depending on location.
 - c. During odd numbered years, the district budget shall reflect expenses for the District breakfast at the Convention.
 - d. During odd numbered years, a donation shall be made to Founders Memorial Garden in the amount of \$25.00 for each visiting National and/or Regional Officer.
 - e. A \$25.00 donation shall be made for the sitting GCG President's "special project" to be given at each Fall District Meeting and at each District Breakfast Meeting held at State Convention.
 - f. A \$100.00 gift to the outgoing District Director at the District Breakfast at the State Convention in odd-numbered years. If the District Breakfast will not be held, the gift shall be presented at the Winter District Board Meeting. Suggestions for gifts are:
 - i. A State Life Membership
 - ii. A Patron of Historic Preservation

- iii. Donation to the Scholarship Fund
- iv. Donation to another GCG supported project

The Co-Director is responsible for making all arrangements for securing the gift for the out-going Director, funds to come from the District Treasury with the approval of the Executive Committee.

- g. The registration fee of the District Director for the Annual District Fall Meeting shall be gratis.
 - h. A State President from the Azalea District, at the expiration of the term, shall be honored with a gift not to exceed \$500.00 given to the President's "special project" with a certificate. Funds to be in budget and paid by the District Treasurer.
 - i. Azalea District shall give a memorial of \$25.00 to a chosen project in the State Botanical Gardens, or Founders Memorial Garden, Athens, Georgia, in the event of the death of an active District Board Member, State President, or Director. Former Azalea District Directors and Azalea District State Presidents shall be similarly honored.
 - j. The \$1,000.00 seed money for the State Convention hosted by Azalea District loaned from the District Treasury shall be returned to the district treasury.
8. Any profits from the District Meetings, excluding centerpieces, are to be retained in the district treasury.
 9. All checks for District events shall be made payable to Azalea District. Event registrars shall forward such checks in a timely manner to the District Treasurer for deposit in the Azalea District checking account.
 10. Reimbursement or expenditure (i.e., speaker fee) requests for all events and other expenses shall be submitted on the official District Reimbursement Request form along with original receipts/invoices within fourteen (14) days to the District Treasurer who shall pay expenses authorized by the event chairman and Director within fourteen (14) days after receiving the request. No expenses shall be carried forward to the next fiscal year.
 11. The district, at the discretion of the Executive Board, may reimburse the District Director for district related activities within current financial constraints. (Refer to GCG Financial Policy A-52.)
 12. Registration fees, excluding meal expenses, shall not exceed
 - a. \$20.00 for workshops
 - b. \$30.00 for District Board Meetings
 13. The Treasurer and Assistant Treasurer shall be the authorized signers on the Azalea District banking accounts with each having full access to any financial account held by the district.

Amendments

1. These Policies and Procedures may be amended.
2. Proposed changes shall be approved first by the Executive Committee.
3. The approved changes shall be sent to the District Board at least thirty (30) days in advance of the board meeting where the voting will take place.

4. A majority of voting delegates present at the District Board meeting shall be required for any amendment to be approved.

Adopted February 2019
Editorial Corrections June 2021

Committee Members: Molly Kimler, Carolyn Childers, Betty Davis, Marilyn McDonnell, Doris Blalock

Awards

Rules and Awards application are in the Azalea Awards Booklet to be downloaded from the GCG website.

1. The **Dollie T. Harper Outstanding Member Award**, donated by Madora Garden Club, may be awarded annually and presented at the Fall District Meeting. Candidates' names are submitted by letter of nomination to Azalea Awards Chairman by September 30th.

Approved 2003

2. **Ellen Schneider Goodrich Outstanding Garden Club**

Award, donated by The Carrington Woods Garden Club and The Old Capital Garden Club, shall be given annually at the Fall District Meeting. Award determined by the District Director. The President's report may be used as a guide. To be eligible for this award, the club must contribute to at least five (5) of the GCG special donation projects listed on the President's report.

Established 2003

3. The **Azalea District Attendance Award**, donated by Gloria Cobb, shall be awarded annually to the garden club having the highest percentage of members present at the Fall District Meeting, determined by dues paid preceding March 1st. Host clubs are not eligible.

Established 1994

4. The **Marjorie Taylor Smith Award for Most Creative Flower Show schedule for a Standard Flower Show**, donated by Greensboro Garden Club, may be awarded annually to a garden club submitting a copy of the Schedule for judging to District Flower Show Schedules, Evaluations & Awards Chairman by September 30th. Award will be presented at the Fall District Meeting.

Approved 2003

5. The **Maxine Shapiro Goldstein Garden Therapy Award**, donated by Jacob Goldstein, may be presented to the club with the most outstanding Garden Therapy project. An application no longer than two pages (typed and double spaced) should be submitted to the District Garden Therapy Chairman by September 30th. Award will be presented at the Fall District Meeting.

Approved 2003

6. The **Norma Watterson Historic Preservation Award**, donated by Town and Country Garden Club of Eatonton, may be awarded annually to the club presenting the most outstanding Historic

Preservation project, requiring an application submitted to the Azalea District Historic Preservation Chairman by September 30th. Award will be presented at the Fall District Meeting.

Approved 2003

7. The **Jeanne Lyons Mathis Civic Improvement Award** shall be awarded annually to a club presenting the most outstanding Civic Improvement project. Application report no longer than two pages (typed and double spaced) should be submitted to the District Corresponding Secretary by September 30th. Award will be presented at the Fall District Meeting.

Approved 2003

8. The **Carolyn Childers History Award**, donated by Suzanne and Bob Wheeler, may be presented to the club or council presenting the most outstanding 10, 25, 50, 60, 75 and above year history. History (following GCG Award #20 guidelines) submitted to the District Historian and Archivist Chairman by September 30th. District Certificate awarded to 1st place winner in each class with silver trophy awarded to overall winner. Award to be presented at Fall District Meeting.

Approved 2003

9. The **Suzanne Wheeler Bird and/or Butterfly Gardening Program Award**, donated by Bob Wheeler, may be given annually to club presenting the most outstanding program emphasizing the protection of birds and/or butterflies. An application should be sent to District Bird and Butterflies Chairman by September 30th. Award to be presented at Fall District Meeting.

Approved 2003

10. The **Edell Raburn School Grounds Improvement Award**, donated by Green Acres Garden Club, may be presented to the garden club that has the most outstanding school grounds improvement project. An application should be sent to District School Grounds Improvement Chair by September 30th. Award to be presented at Fall District Meeting.

Approved 2007

11. The **Katherine Stewart Allen Youth Activities Award**, donated by John Allen, shall be presented to the Garden Club that is judged to have the most outstanding activities in support of youth. Award to be presented at Fall District meeting. Applicant should submit a report no longer than two (2) pages (typed and double spaced). Inclusion of pictures is optional. Send application to Azalea District Youth Activities Coordinator by September 30th.

Approved 2011

12. The **Florence Taylor Lifetime Achievement Award**, donated by Pat and B. J. Hathaway may be presented to member who has devoted a lifetime of services to the Garden Club of Georgia, Azalea District. Candidates should have served at least twenty (20) years and held various positions in the clubs, Azalea District, and/or the Garden Club of Georgia. Award will be presented to winner every even year at the Fall District Meeting. Candidates' name to be submitted by email to the Azalea Award Chairman. Award will be engraved and given as a gift to winner as a token of our appreciation.

Approved 2012

13. The **Betty Davis Membership Award**, given by Roger Davis, shall be presented to the garden club that has added the most members to their club in one year. New membership number

shall be determined by dues paid to the State as of the preceding March 1st. No application is necessary.

Approved August 2018

14. The **Azalea District Native Plant Award**, given by Marilyn McDonnell in honor of the 2019-2021 district projects, shall be presented to the individual or club showing the best use of native plants in a public setting. A two page maximum application with photos is required.

Approved February 2021