

LAUREL DISTRICT POLICIES AND PROCEDURES

Amended September 30, 2020

I. Name

The name of this organization shall be the Laurel District of The Garden Club of Georgia, Inc.

II. Objective

The objective of this organization shall be to coordinate the interests of the garden clubs within Laurel District with those of The Garden Club of Georgia, Inc. as stipulated in Article II of the By-Laws of The Garden Club of Georgia, Inc.

III. Membership

The membership shall consist of member clubs/councils in good standing with The Garden Club of Georgia, Inc. and which are located within the boundaries of Laurel District as designated by The Garden Club of Georgia, Inc.

IV. Officers and Duties

Section 1

- A. The elected officers of this District shall be the District Director, Co-Director, Recording Secretary and Treasurer. They are subject to approval by the membership.
- B. The appointed officers of this district shall be the Corresponding Secretary and Parliamentarian. These officers shall be appointed by the District Director.

Section 2

- A. The District Director shall have supervision over all clubs/councils in the District. The District Director shall preside over the District meetings. The District Director may appoint district chairmen corresponding to the state chairmen. The District Director shall promote projects approved by the State Board of Directors and shall send an official report of the activities of all clubs in the District to the State President before Convention and shall give this as the District's yearly report. The District Director shall attend all State Board meetings and submit reports as requested. She/he is an ex-officio member of all committees except the Nominating Committee. The responsibilities are further outlined in The Garden Club of Georgia, Inc.'s By Laws and General Policy.
- B. In the absence of the Director, the Co-Director shall perform all the duties of that office and will assist the Director with the work of the District. The Co-Director is eligible as Director-Elect if she/he so chooses. She/he shall be the District's representative to The Garden Club of Georgia, Inc. Membership Committee serving under the Fourth Vice President and, as such will be a member of The Garden Club of Georgia, Inc. Board.
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- C. The Recording Secretary is the recording officer of the District and custodian of its records except the Treasurer's books. She/he shall keep accurate records of the proceedings of the meetings of the Board of Directors and Laurel District. The Recording Secretary shall send a copy of the minutes to the District Director within

two weeks following each meeting.

D. The Treasurer has charge of all monies belonging to the District. The Treasurer keeps an accurate set of books which shall be reviewed every year. A copy of the Treasurer's report shall be sent to the District Director and Co-Director prior to the Board meetings. She/he shall submit a budget to be presented at the August Board meeting of each year.

Section 3

A. The Corresponding Secretary is appointed by the District Director and shall conduct all official correspondence of the District.

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B. The Parliamentarian is appointed by the District Director and advises the Director on parliamentary rulings when requested. The Parliamentarian should be familiar with The Garden Club of Georgia, Inc. Policies and Procedures as well as the Policies and Procedures of Laurel District. The Parliamentarian shall call attention to the chair to any error in the proceedings that would affect the substantive rights of any member or otherwise do harm. She/he shall be familiar with Robert's Rules of Order Newly Revised, 11th Edition.

Section 4

A. If a vacancy occurs in the office of Director, the Co-Director shall succeed to the office. All vacancies among other offices shall be filled for the unexpired term by the Executive Committee of the District and be ratified by the District Board at the next meeting.

V. Nominating Committee

Section 1

A. At the Annual District Meeting in each odd-numbered year, a Nominating Committee shall be formed. The Director appoints the chairman, and two other members are elected from the floor. 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 slate of candidates for District officers. Nominations may be made from the floor with the consent of the nominee. This slate must be approved by two-thirds (2/3) of the voting delegates in attendance. The name of the person elected as Director shall be sent to the State Nominating Committee at least three months before the Annual Meeting of The Garden Club of Georgia, Inc. All District Directors will be elected at the Annual Meeting in each odd-numbered year along with the state officers and will become members of the State Board of Directors. The outgoing District Director may not serve as Co-Director for the incoming administration. The other district candidates are elected at the District Meeting when the slate is read, but they do not take office until the new District Director begins her/his term of office.

Section 2.

All officers are elected for a two-year term and shall serve until their successors are elected and qualified. The term of office is limited to one term with the exception of the Treasurer.

VI. Governing Boards

Section 1.

The Executive Committee shall be composed of the Director, Co-Director, Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian and the Immediate Past District Director. This committee shall have the power of the Board of Directors during the interim between meetings of that body. Business may be sent electronically approved and ratified at the next Board meeting.

Section 2.

The Board of Directors shall be composed of the Advisory Council, Officers, Chairmen of all standing committees and council presidents. This Board shall manage the business and affairs of the District. Each member thereof shall attend all meetings of the Board of Directors each year. The member shall be excused by the Director if unable to attend.

Amended 8/11/2015

Section 3.

The Advisory Council is composed of all former District Directors of the Laurel District. The Advisory Council shall serve on the Board of Directors and shall have voting privileges.

VII. Committees

Section 1.

Committees and chairmen necessary for the execution of the programs of the Laurel District may be appointed by the Director. Each committee chairman shall be responsible for the activities of the committee and shall have her/his work conform as far as possible with that of the corresponding state chairman. All matters of importance that affect the general policy of the District shall be submitted to the Board of Directors. Each District Chairman shall act as a liaison between the State Chairman (when applicable) and District clubs.

Section 2.

All committee chairmen are appointed for a two-year term.

Section 3.

Each chairman shall immediately upon the expiration of her/his term of office deliver to her/his successor all books, records and properties pertaining to the chairmanship.

VIII. Meetings

Section 1.

An Annual Meeting of this District shall be held in the fall. The time and place shall be decided by the Director and the hostess clubs, subject to the approval of the State President. She/he shall be the honored guest and all of her /his expenses shall be paid by the District. Each club in the District shall have one voting delegate but all members may attend.

Amended 8/11/2015

Section 2.

Monies for registrations of workshops, schools and all district meetings shall be mailed to the District Treasurer. The checks shall be made payable to Laurel District. The District Treasurer pays bills, deposits funds, provides income and expense reports. All registered attendees (with the exception of honored guests, speakers and the current Laurel District Director) will pay full registration.

Amended 8/11/2015

Section 3.

The host clubs/council shall be on a rotating basis.

IX. Quorums

Section 1.

Annual Meeting: A majority of the number of delegates in attendance registered at the Annual Meeting shall constitute a quorum.

Section 2.

Board of Directors: Fifteen officers and committee chairmen combined constitute a quorum.

Section 3.

Executive Committee: Five members constitute a quorum. A 2/3 majority of members present is required to carry a motion. Electronic voting: A majority of all members of the Executive Committee is required to carry a motion.

Amended 9/30/2020

X. Dues

No District dues to the District treasury are required.

XI. Finances

Section 1.

The funds of Laurel District shall be derived from Ways and Means projects as approved by the Board and from other such sources as the Board may authorize. Unless other provisions are expressly made, all funds of the District must be kept in the treasury of Laurel District and disbursed by the Treasurer upon approval of the Director and Executive Committee with the exception of planned workshops and/or meetings which require a deposit.

Amended 8/11/2015

Section 2.

The Director can authorize any unbudgeted expenditure no greater than two hundred dollars (\$200) without the approval of the Executive Committee. Any unbudgeted expenditure over two hundred dollars (\$200) must have the approval of the Executive Committee.

Amended 9/30/2020

Section 3.

The District's annual examination shall be conducted by The Garden Club of Georgia, Inc.

XII. Amendments**Section 1.**

These Policies and Procedures may be amended at a Board Meeting by a two-thirds (2/3) vote of approval by duly qualified delegates present, provided a copy of the proposed amendment which was approved by the Executive Committee shall have been sent electronically to each Board member at least thirty days before the Board Meetings.

Section 2.

These Policies and Procedures may be amended at any Annual Meeting by the unanimous vote of all duly qualified delegates present without necessity of any prior notice.

XIII. Parliamentary Authority

The Laurel District shall use as the authority Robert's Rules of Order Newly Revised, 11th Edition except where anything therein is inconsistent with these Policies and Procedures.