

**The Magnolia District
Of
The Garden Club of Georgia, Inc.**

GUIDELINES

ARTICLE I

Name

The name of this organization shall be the Magnolia District of The Garden Club of Georgia, Incorporated.

ARTICLE II

Objectives

The objectives of this organization shall be to coordinate the interests of the garden clubs, councils, and federations of the Magnolia District with those of The Garden Club of Georgia by incorporating and abiding by the objectives as provided in Article II of the most recent revision of the Guidelines of The Garden Club of Georgia, Incorporated.

ARTICLE III

Membership

Section 1. The membership shall consist of the garden clubs, plant societies, councils, and federations of garden clubs in good standing with The Garden Club of Georgia, Incorporated, within the geographic lines designated by The Garden Club of Georgia, Incorporated as the Magnolia District.

Section 2. Membership eligibility in the Magnolia District shall be the same as the membership requirements as in Article III, Section 2 of the most recent revision of the Guidelines of The Garden Club of Georgia, Incorporated.

Section 3. A council or federation of Garden Clubs shall be composed of member clubs in Magnolia District of The Garden Club of Georgia, Incorporated who have united to give strength to their community projects. Application for status as a Council or Federation of Garden Clubs shall be submitted to The Garden Club of Georgia, Incorporated Councils Chairman.

Section 4. Membership in the Magnolia District shall include membership in The Garden Club of Georgia, Incorporated.

Section 5. A club, council, or federation having forfeited its membership shall be reinstated, provided it meets all requirements stated in Article III, Section 2 of the latest revision of the

Guidelines of The Garden Club of Georgia, Incorporated and pays a \$10.00 reinstatement fee to the GCG. Such fees shall not be applied on current dues.

ARTICLE IV Officers and Duties

Section 1. The officers of this organization shall be a Director, Co-Director, Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian, and Chaplain. The incoming Director appoints the Corresponding Secretary, Parliamentarian, and the Chaplain.

Section 2. A. The District Director shall over-see the activities of all clubs in the Magnolia District. He / She shall preside at all meetings of the Magnolia District of The Garden Club of Georgia, Incorporated and shall perform all other duties consequent upon his/her office. The District Director shall appoint district chairmen of committees corresponding to the state chairmen of committees and other committees as needed. He / She is an ex-officio member of all committees except the nominating committee. The Director shall promote projects approved by the State Board of Directors. He / She may aid in planning projects of the Magnolia District and help member clubs, councils, and federations in any way possible. He / She shall send an official report of the activities of all clubs in the Magnolia District to the State President before Convention and shall give this as his/her yearly report. He / She shall attend all Garden Club of Georgia Board of Directors meetings and send a typed, double-spaced report as requested. The District Director shall have jurisdiction of the District Master List of club presidents (membership lists) and shall exercise all necessary precautions in the use of this list when needed for district work as authorized by the President of The Garden Club of Georgia, Incorporated.

Section 2. B. The Co-Director, in the absence of the Director, shall perform all the duties of that office. He / She shall assist the Director with the work of the district. In the event the Director is unable to perform his / her duties, the Co-Director shall have authority to perform all duties of the Director in his / her capacity as the Co-Director until the Director is able to return to his / her duties. The Co-Director shall perform any membership duties as prescribed by the Garden Club of Georgia, Incorporated and may be expected to attend GCG Board meetings. At the end of his / her term they may move into the position of Director if nominated by the nominating committee.

Section 2. C. The Recording Secretary shall keep an accurate record of the proceedings of the meetings of the Board of Directors and the annual District meeting of the Magnolia District. He / She shall mail a copy of the minutes to the Director within two weeks following the meetings. He / She shall keep a copy of the most recent revision of the Guidelines and any amendments to it available at all times. In the absence of the Corresponding Secretary, the Recording Secretary shall perform the duties of that office.

Section 2. D. The Corresponding Secretary shall conduct all official correspondence of the District. He / She is also responsible for sending greetings and good wishes to those who are ill

and condolences to the bereaved. In the absence of the Corresponding Secretary, the Recording Secretary shall perform the duties of that office.

Section 2. E. The Treasurer has charge of all monies belonging to Magnolia District and shall pay all approved invoices necessary for the smooth operation of the organization. The Treasurer shall keep an accurate set of books, which are closed on April 30th of each year. Before the June 1st deadline, a fiscal year financial report and accompanying financial records / receipts shall be sent to the State Treasurer of the Garden Club of Georgia, Incorporated to be reviewed by audit.

The treasurer shall submit a written financial report at each District Board Meeting and at the Annual Meeting. A copy of this report shall be mailed to the District Director prior to each meeting. The treasurer shall submit an annual budget to the District Board for approval. Registration fees and expenses of each district meeting shall be handled and recorded by the District Treasurer.

Section 2. F. The Parliamentarian is appointed by the Director. He / She advises the Director on Parliamentary procedure when requested. He / She should be familiar with the parliamentary procedure, the Guidelines of the Magnolia District, and the Garden Club of Georgia, Incorporated, and the policies and procedures of the Organization. He / She shall call attention to the chair of any error in the proceedings, which would affect the rights of any member or cause harm to any program. Robert's Rules of Order, Revised, shall be the parliamentary authority.

Section 2. G. The Chaplain will be responsible for inspiration at each meeting. In their absence, they should appoint someone to fulfill this responsibility. He / She may also be requested to give the invocation at other district activities.

Section 3. Each officer shall immediately, upon the expiration of term of office, deliver to his/ her successor all books, records, and properties pertaining to the office.

Section 4. The host District for the State Convention will rotate automatically each year according to a schedule established by the Garden Club of Georgia, Incorporated. The State Convention site must be selected 3-4 years in advance in order to secure adequate space and facilitate planning. When planning for the State Convention to be held in Magnolia District, then the current Magnolia District Director will assist the State Convention Coordinator and GCG President in locating a suitable venue. The Magnolia District Director during whose term the State Convention is hosted, will appoint a State Convention Chairman and Co-Chairman, both of whom will serve on the GCG Board and work closely with the State Convention Coordinator.

ARTICLE V
Nominations and Elections

Section 1. A. Nomination of Officers. At the Annual Meeting, each odd-numbered year, a Nominating Committee shall be formed. The Director shall appoint the chairman. The other two members and two alternates shall be elected from the floor. The current District Director is ineligible to serve on the Nominating Committee of their District.

Section 1. B. At the Annual District Meeting in the even-numbered year, the Nominating Committee shall submit a slate of candidates for District Officers for the approval of the clubs in the District. The person nominated as District Director shall have served a minimum of two years on the Magnolia District Board before becoming eligible to serve as District Director. The person selected as a nominee for Director shall be sent to The Garden Club of Georgia, Incorporated nominating committee at least three months before the State Annual Meeting of The Garden Club of Georgia, Incorporated. All District Directors will be elected and installed at the Annual Meeting each odd-numbered year along with The Garden Club of Georgia, Incorporated officers and will become a member of the State Board of Directors.

Section 1. C. The outgoing District Director may not serve as Co-Director for the incoming administration.

Election of Officers

Section 2. A. The District Director of Magnolia District shall be elected at the State Annual Meeting each even-numbered year for a term of two years and shall serve until the successor is elected and qualified. Term of office is limited to two years.

Section 2. B. If a vacancy occurs in the office of the Director, the Co-Director shall succeed to the office. All vacancies for an unexpired term among other officers shall be filled by the District Director subject to confirmation by the Magnolia District Executive Committee.

Section 2. C. The other District candidates for office are elected at the Annual Magnolia District Meeting when the slate is read and they are installed at the District Breakfast at the State Annual Meeting of The Garden Club of Georgia, Incorporated each odd-numbered year when the new District Director is installed and begins the term of office.

ARTICLE VI
Governing Board

Section 1. The Executive Committee shall be composed of the District Director, Co-Director, and Officers. This body shall have the power to act on behalf of the District Board during the interim between District Board Meetings. This committee shall meet at least three times per year

(August, January, and April) plus the Annual Magnolia District Meeting, which is held in October.

Section 2. The Executive Committee may be called by the District Director or by a majority of the Executive Committee when needed.

Section 3. All past Magnolia District Directors and The Garden Club of Georgia, Incorporated past Presidents from Magnolia District shall serve as an Advisory Committee for Magnolia District and shall have voting privileges.

ARTICLE VII Committees

Section 1. Committees and chairmen necessary for the execution of the program of the Magnolia District may be appointed by the District Director. Each committee chairman shall be responsible for the activities of the committee and shall have his/her work conform as far as possible with that of the corresponding The Garden Club of Georgia, Incorporated Chairman. All matters of importance or affecting the general policy of the District shall be submitted to the Executive Committee.

Section 2. Each committee Chairman shall prepare a typed, double-spaced report for each District Meeting and email to the Director and Recording Secretary.

Section 3. The Chairman of a Standing Committee shall serve a two-year term, after which he / she may be re-appointed.

Section 4. Each committee shall immediately, upon the expiration of their term of office, deliver to the successor all books, records, and properties pertaining to the chairmanship.

ARTICLE VIII Meetings and Quorums

Section 1. The Magnolia District shall hold at least one Annual District meeting each year, in the fall. The time and place for the meeting shall be decided by the Director and the Hostess Clubs, subject to the approval of the President of The Garden Club of Georgia, Incorporated. The State President shall be the honored guest at the District Meeting. Members of the State Board of Directors are urged to attend. Each club, council, and federation in the District shall have one voting delegate present but any member may attend. Each Club, Council, and Federation has one voting delegate.

Section 2. All proposed programs for District Meetings should be submitted for approval to the State President before any speakers are definitely committed or plans finalized. All meeting plans

shall be submitted to the President of The Garden Club of Georgia, Incorporated in a timely manner.

Section 3. A majority of the delegates registered for a District Meeting shall constitute a quorum. A majority vote of the delegates present shall carry any vote.

Section 4. In the event that an issue arises which cannot wait for resolution at a District Board Meeting, the Executive Committee shall in person or discuss it and vote via email on any recommendations proposed. A two-thirds majority of the Executive Committee must agree for the vote to carry. Minutes of any electronic meeting and recommendations proposed and voted upon would be ratified at the next District Board Meeting and included in the official minutes

Section 5. If in the issue of Section 4 involves an expenditure of \$500 or more, the full District Board must be polled for a vote via email and a majority of the full District Board needs to agree for the vote to carry. Minutes of any electronic meeting and recommendations proposed and voted upon would be included in the official minutes of the next District Board Meeting.

ARTICLE IX Dues and Finances

Section 1. No District dues to the Magnolia District Treasury are required.

Section 2. The Magnolia District annual allowance budgeted by The Garden Club of Georgia, Incorporated is designated for District Director expenses. The District will use these monies from the District Treasury to reimburse the Director.

Section 3. The District Director shall secure the approval of the Magnolia District Executive Board for each expenditure amount of more than Two Hundred Fifty Dollars (\$250.00) from the District treasury. An expenditure of more than Five Hundred Dollars (\$500.00) must be approved by a majority of the Magnolia District Board.

Section 4. At or before the Annual District Meeting, each club is required to contribute \$25.00 to the District Treasury as the fund-raiser for the year for the District. This is in lieu of donating \$25.00 in merchandise for a country store. It will be used to fund District projects approved by the District Board.

Section 5. The Magnolia District of the Garden Club of Georgia, Inc. has tax-exempt status and must abide by all Government rules and regulations.

Section 6. Upon the death of a member of the Magnolia District Board, a twenty-five-dollar (\$25.00) memorial will be sent to Columbus Botanical Gardens.

ARTICLE X
Amendments

Section 1. These Guidelines may be amended at the Annual District Meeting by a two thirds (2/3) vote of all duly qualified delegates present, provided a copy of the proposed amendment, previously approved by the Executive Committee, shall have been sent in writing to each member club at least thirty (30) days before the Annual District meeting.

Section 2. These Guidelines may be amended at any District Meeting by unanimous vote of all duly qualified delegates present without the necessity of any prior notice.

ARTICLE XI
Policy

Any policy or subject not specifically covered in these Magnolia District Guidelines is governed by the policies, procedures, and latest revision of the Guidelines of The Garden Club of Georgia, Incorporated.

ARTICLE XII
Parliamentary Authority

The Magnolia District of The Garden Club of Georgia, Incorporated shall use as its authority “Robert’s Rules of Order, Newly Revised” except where anything therein is inconsistent with the Magnolia District Guidelines.

Revised, October 10, 2023
Magnolia District Board Meeting
Americus, Georgia