



The Garden Club of Georgia, Inc. General Policies

The Policy, Procedure and Personnel Chairmanship was established on September 30, 1965 with Mrs. Haskell Venard as the first chairman. The Committee name was changed to Bylaws, Procedures and General Policies April 26, 1993.

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A. ADMINISTRATIVE

1. The official list of club presidents (membership list) is available only when authorized by the State President for use of a State Board Member's work. The State Board Member is responsible for the safekeeping of this list.

2. The Master List of clubs belonging to The Garden Club of Georgia, Inc., shall not be used for the purpose of advertising or solicitation.

3. The name of The Garden Club of Georgia, Inc. may not be used to endorse any product, tour, lecture, event, or organization unless approved by the State Board of Directors.

4. The official seal of The Garden Club of Georgia, Inc. may not be used unless authorized by the State President.

5. No solicitation of funds from members may be made unless authorized by the State Board of Directors.

6. All members of the State Board of Directors must submit signed vouchers, approved by the State President, for expenses incurred in performance of their duties, should they wish reimbursement for these necessary expenses.

7. Any item to appear on the agenda for a Board of Directors Meeting or Annual Meeting must be sent in writing to the State President at least two weeks before the date of such a meeting.

8. Three copies must be made of any motion to be presented at a meeting or convention, one each for the presiding officer, for the recording secretary, and for the committee affected.

9. Resolutions to be presented at the Annual Meeting must be submitted to the State President two weeks before the Annual Meeting date.

10. A copy of all statewide mailing to clubs must be first approved by the State President and may be sent to State Headquarters for duplication and mailing.

(Policies #1-#10 Approved September 30, 1965)

11. The text of all bronze markers erected under the auspices of The Garden Club of Georgia, Inc. must be approved by the State President and the representative State Chairman prior to ordering.
Approved January 17, 1990; Amended January 21, 1993

12. a. The incoming State President is to be presented a National Garden Club Life Membership at the time of installation during the State Convention. Should the incoming President already hold a National Life Membership, provision will be made for National Garden Club recognition in some other form.

b. The State Treasurer is responsible for making all prior arrangements for securing the Life Membership and the President's Pin.
Approved September 14, 1971

13. A meeting of the Advisory Council shall be held annually for the purpose of a review of activities of the past year and an appraisal of future plans for the organization. Any resulting suggestions would be presented by the Advisory Council Liaison to the Executive/Finance Committees for consideration.
Approved September 15, 1992

14. Nominees for positions as Elected or Appointed Officers for the next administration, who are not currently serving, shall be invited to attend the Finance and Executive Committee Annual Meeting in the odd years. They would attend only as observers of procedure, without the privilege of debate or vote.
Approved January 18, 1995

15. That the 7 District Directors starting in the 2013-2015 term be invited to serve on the Executive Committee without the privilege of a vote.
Approved September 19, 2012

B. AWARDS

1. All changes or additions in awards must be approved by the State Board of Directors.

Approved September 30, 1965; Amended January 16, 1969

2. The incoming State and National Awards Chairman shall be invited to attend the December and February Awards Committee meetings in the second year of each administration.

Approved January 20, 1985

3. All award applications prepared on projects of the State Federation shall be returned to State Headquarters after judging to be kept on file for historical purposes. They may be checked out by a member of the Awards Committee or the State President to be returned to State Headquarters after use.
Approved January 20, 1985

4. All award applications, Smokey Bear/ Woodsy Owl Posters, Essays, Poetry Contest entries, and/or any other award entries not displayed or not picked up at Annual Meeting shall be the responsibility of the District Directors or their appointed chairman for return to proper entrant.

5. Each garden club which purchases at least one calendar per member shall receive a certificate. It shall be the responsibility of the State Calendar Marketing Chairman to prepare and forward certificates to the District Directors.

6. The State Awards Year shall be established as January 1 to December.

Approved January 18, 1984; Amended January 21, 1993; Amended January 18, 1995

AWARD OF MERIT

7. The Award of Merit of The Garden Club of Georgia, Inc. must be presented in person to the recipient at the Annual Meeting unless exceptional circumstances prevent this. In that case, the State Awards Committee will make a decision on procedure and determine a suitable time and event for the presentation, pending approval by the State President.

Approved January 16, 1969, Approved September 17, 1986,
Amended June 25, 1995, Amended May 14, 2014
Two policies combined and amended July, 2015

RECOGNITION CERTIFICATES

8. March 1 shall be set for receipt of donations to receive a certificate of appreciation for said donation.

9. State Chairmen responsible for Recognition Certificates shall complete online and email to recipient. A template will be provided by The HQ Office Manager. The certificate shall contain the name and town of the recipient. Certificates shall contain the State Chairman's name. The State President shall provide an electronic signature for completion.

This shall not include certificates for scholarship donations. Amended September 12, 2023

TROPHIES

10 a. The Awards Committee shall approve the selection of a new trophy before it is placed in the permanent collection at State Headquarters.

b. Trophies to be used in Headquarters House must also be approved by State Headquarters Trustees.

Approved January 15, 1976; Amended January 19, 1989

11. An 8" X 10" glossy black and white photograph of a new trophy shall be provided by the donor of the trophy at the time of acceptance.

Approved April 20, 1983

C. CONVENTIONS

CONVENTION LOCATION

1. The location of the state convention and annual meeting shall rotate automatically with a District serving as host. The following order of rotation shall be observed: Camellia, Oleander, Dogwood, Redbud, Azalea, Magnolia and Laurel Districts.

Approved January 15, 1975
Amended September 13, 2010

2. a. State Convention Coordinator shall serve as Chairman of the Annual Meeting Site Selection Committee composed of the current State President, current First Vice President, current District Director and Co-Director of the district designated by the order of rotation.

b. The convention dates and sites for the two years following each administration shall be selected at least three years prior to the date in order to secure adequate space and facilitate planning.

Approved April 15, 1975, Amended September 27, 1988;
Amended January 21, 1993; Amended January 18, 1995

CONVENTION PROGRAM

3. It is the responsibility of the State President to select speakers for the Annual Meeting, with the assistance of the Convention Committee.

Approved January 16, 1969

4. a. The Garden Club of Georgia flag shall always be displayed at the State Convention, along with the American flag.

b. The flag and flag holder shall be stored at State Headquarters and brought to the state convention if necessary

Approved September 17, 1982; Amended September 17, 2008

5. The officers of the hostess District for the Convention will select the local Convention Chairman, with the approval of the State President and the State First Vice President.

Approved September 11, 2001

CONVENTION SCRAPBOOKS

6. The Chairman of each state convention shall prepare two convention scrapbooks, one to circulate in the Districts and the other to be kept on file at State Headquarters. The cost of the books is to be funded by the convention budget.

Approved April 24, 1984

7. All convention scrapbooks shall be returned after use to State Headquarters for storage.

Approved January 9, 1986

8. A permanent book recording the use of convention scrapbooks shall be maintained at State Headquarters to include dates and names of borrowers.

Approved January 9, 1986

NATIONAL CONVENTION SPECIAL DELEGATE

9. The State Corresponding Secretary shall contact the president of The Ladies' Garden Club of Athens prior to the Fall State Board Meeting for the name of the representative, if any, from the club to attend the National Convention; registration fee to be paid by The Garden Club of Georgia, Inc.

Approved May 14, 1981; Amended January 21, 1993

D. DISTRICTS

DISTRICT FINANCES

1. a. A proposed district budget shall be prepared annually and presented to the District Board for approval prior to the annual District Meeting in the fall. Approved January 21, 1993

b. 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.

Approved January 18, 1972; Amended January 21, 1993

2. a. The income and expenses of each district shall be reported annually on The Garden Club of Georgia, Inc. tax information return. (Form 990).

b. 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.

Approved September 19, 1991; Amended September 16, 2013

c. District Treasurers shall maintain district financial records for the current fiscal year plus the seven preceding fiscal years. Purchase records for capital 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. Approved April 13, 2021

3. a. Each district has the authority to determine how the funds held in the district treasury shall be expended.

b. 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.

Approved September 19, 1991

c. All District Funds will be kept in bank accounts of the District. No District Treasurers shall close out a bank account/CD or open up a new bank account/CD without the express knowledge and permission of the District Executive Committee and this should be pre-approved or ratified at a District Board Meeting. Approval or ratification of that procedure should 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.

Approved April 13, 2021

d. 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 either the Director or Co-Director.

Approved April 13, 2021

DISTRICT MEMBERSHIP

4. 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 Policy A1, 2.) Approved September 30, 1965

5.a. The determining factor as to the district in which a garden club or other membership class belongs shall be by county or known District boundaries in counties with more than one district. The county named by the applicant as his/her/its official address must be the county in which the applicant or the majority of the active membership resides.

b. For very compelling reasons, an established member may be allowed to change districts. A statement of valid reasons shall be submitted to the two affected District Directors. Following approval by the two District Boards, a joint recommendation is submitted by the State Board of Directors for action.

c. Changes within district shall only take place at the beginning or end of an administration, so that Membership Master List can be properly compiled. Any exceptions to this policy shall be handled as individual cases.

Approved April 6, 1966; Amended January 21, 1993; April 11, 2000

DISTRICT PERSONNEL

6. It is strongly recommended that a nominee for District Director be selected from members currently serving on the District Board. Approved April 6, 1966

7. Since the duties of the Co-Director are to assist the Director, this District officer should come from the area of the Director. Approved January 27, 1977

8. It is urged that enough former members of a District Board be retained on a succeeding Board, so that continuity may be established. Approved April 6, 1966; Amended January 27, 1977

DISTRICT PROGRAM

9. All proposed programs for District Meetings shall be submitted for approval to the State President before any speakers are definitely committed or finalized. Approved September 14, 1971

DISTRICT REPORT

10. Each District Director shall send a copy of the official form report of the activities of all clubs in his/her district to the State Awards Chairman annually. (Refer to Bylaws, Article IV, Section 2-E) Approved September 19, 1984; Amended January 21, 1993

E. ENVIRONMENTAL STATEMENT

The Garden Club of Georgia, Inc. is dedicated to the responsible stewardship of Georgia's natural heritage with a strong commitment to improve, restore, and protect the environment. This commitment includes but is not limited to promoting cleaner air, cleaner water, environmentally effective management, roadside beautification, litter reduction and protection of Georgia's wildlife and natural resources. Approved January 21, 2000

F. EULOGIES AND MEMORIALS

1. Due to space limitations, full page eulogies or memorials printed in Garden Gateways shall be limited to former National Presidents, former State Presidents, and former State Officers who have given a number of years of devoted service; or, to people who have been special benefactors to The Garden Club of Georgia, Inc. If space permits, a smaller memorial article may be printed to acknowledge the many outstanding accomplishments of an Emeritus Board member who provided dedicated service, a current state officer, a long serving (20+ years), state board member, or a recent District Director who served for a number of years on the state board.

Approved September 14, 1971

Amended September 16, 1996, January 27, 2021, February 20, 2023

2. A memorial of \$50.00 shall be given in the name of The Garden Club of Georgia, Inc. to a chosen garden club project in the event of the death of an active or Emeritus State Board member or their spouse, the current President of NGC or spouse, or a former President of NGC.

Approved January 23, 1962

Amended April 24, 1984; January 17, 1990, May 25, 2010, April 13, 2021

G. GARDEN CLUB OF GEORGIA GUIDE

1. That The Garden Club of Georgia, Inc. GUIDE be placed on the website with a members only section that will contain the names, addresses, phone numbers, and email addresses of all members of the State Board of Directors, and the Seven District Boards. Members only section will be user name and password protected. Links and passwords will be provided to the Deep South Region and National Garden Clubs' websites where our members can access contact information for those Boards of Directors. Approved September 2012; Amended September 22, 2015

2.a. The History Section of the GUIDE shall include a BRIEF synopsis of the accomplishments and important events of each administration.

Approved September 19, 1984

Amended January 16, 1991; September 16, 1992

January 13, 1997; January 13, 1998, September 22, 2015

2.b. Each State President shall send a copy of final President's Report to State Headquarters to be filed for reference and as a resource for future historical publications. Approved January 13, 1997

H. MEMBERSHIP

1. a. Notification in writing by a club, council or appropriate District Director of the resignation of a club or council must be received by the State Membership Chairman prior to submitting names to be dropped from the Official State Membership List.

b. No club or council shall be dropped from the Official State Membership List until approved by the State Board of Directors or the Executive Committee in the interim between State Board Meetings.

Approved September 28, 1993

GARDEN CLUB COUNCILS

2. Member Garden Club Councils may be permitted to have associate members composed of clubs who are not members of The Garden Club of Georgia, Inc., but such clubs may not be included on the membership list submitted to the State Membership Chairman or on award applications by the council.
Approved June 30, 1993

3. Registrations and collection of dues for Garden Club Councils shall be administered by the State Garden Club Councils Chairman; copy of registration to be forwarded to State Headquarters for inclusion on the Official Membership list, collected dues to be forwarded directly to the State Treasurer.
Approved April 21, 1996

Amended January 13, 1997; April 24, 1997, September 17, 2008

STATE MEMBER ORGANIZATIONS

4.a. The membership category for State Member Organizations shall include Georgia Association of Gardening Consultants, Landscape Design Consultants of Georgia, Environmental Consultants Council of Georgia, the organized judges' councils, and Plant Societies and Affiliates.

b. Registrations and collection of dues from State Member Organizations shall be administered by the Garden Club Council Chairman, who shall forward a copy of the registration to State Headquarters for inclusion on the Official Membership list. Garden Club Council Chairman shall send collected dues directly to the State Treasurer. Registration and collection of dues from Plant Societies and Affiliates shall be administered by the State Plant Societies and Affiliates Chairman, who shall forward a copy of the registration to State Headquarters for inclusion on the Official Membership list. Plant Society and Affiliates Chairman shall send collected dues directly to the State Treasurer.
Approved September 16, 1996

Amended January 13, 1997; April 24, 1997; Sept. 21, 2004; Sept. 17, 2008

GRAND GARDENERS

5. A Grand Gardeners membership status shall be established for those clubs whose members are no longer able to perform demanding tasks but who still have an interest in keeping informed on environmental issues; design techniques and gardening; enjoying the fellowship of meetings; and, participating in state garden club activities when possible. (See Membership Committee – Grand Gardeners description in this GUIDE.)

Approved June 30, 1993

LIFE MEMBERS

6. The honor of being a Life Member of The Garden Club of Georgia, Inc. shall include the following privileges:

- a. Will receive a State Life Membership card.
- b. Will have name recorded in the permanent Life Members Book displayed at State Headquarters, Athens, and included on a list in the GUIDE. (Deceased Life Members' names will be listed only at State Headquarters).
- c. Will have name published in Garden Gateways upon initial enrollment.
- d. May attend any State Garden Club Convention.
- e. Will receive special recognition at each State Garden Club Convention, both at an event and by badge identification.

- f. Will have name recorded in the permanent Life Members Book displayed at State Headquarters, Athens, and included on a list in the GUIDE. (Deceased Life Members' names will be listed only at State Headquarters).
- g. Will have name published in Garden Gateways upon initial enrollment.
- h. May attend any State Garden Club Convention.
- i. Will receive special recognition at each State Garden Club Convention, both at an event and by badge identification.
- j. Will receive a complimentary subscription to Garden Gateways for one year, regardless of garden club status.
- k. Will have the satisfaction of knowing that the \$100 contribution fee goes toward the maintenance of State Headquarters and the State Scholarship Fund.

Approved September 14, 1967

Amended September 15, 1992; April 19, 2005; January 15, 2014

7. The honor of a Life Membership does not include omission of the payment of club and state dues. Approved September 19, 1984

I. MINUTES

That minutes of the Executive and Finance Committees and the Board of Directors of GCG be prepared, circulated to the approval committee, returned and distributed within 45 days of the meeting date.

Approved September 16, 2003

J. MISSION STATEMENT

The mission of the Garden Club of Georgia, Inc., a non-profit organization established in 1928, is to promote beautification, conservation and education.

Approved September 21, 1999

K. PARKS & PUBLIC LANDS

That GCG establish a State Parks and Public Lands Committee composed of one State Parks and Public Lands Chairman from each District led by a State Chairman serving on the GCG Board. This group will promote State Parks and Historic Sites through an annual program of matching grants for projects planned and conducted by Clubs, Councils, or Districts within the Parks or Sites relating to gardening, conservation, natural resources, or environmental issues. All projects will be planned and conducted in cooperation with the Department of Natural Resources in those Parks or Historic Sites listed on the DNR web site.

Approved September 20, 1994

Replaced with new policy September 22, 2015

L. PERSONNEL

STANDING COMMITTEES

1. The STATE AWARDS COMMITTEE shall consist of the State and National Awards Chairman, the Deep South Awards Chairman, State First Vice President, Flower Show Awards Chairman, one or more board members appointed by the State President, and one board member appointed by the Awards Chairman, with the State President as ex-officio member of the Committee. In the absence of any member, the chairman may appoint a substitute.

Approved September 14, 1971; Amended September 19, 1990

2.a. The FLOWER SHOW SCHOOLS COMMITTEE, with the State Flower Show Schools Chairman serving as chairman, shall consist of the Flower Show Schools Chairman (and Co-Chairman), Schedules Chairman, Awards and Evaluating Chairman, Judges' Credentials Chairman, Judges' Councils Chairman, Symposia Chairman, the Symposia Representatives of each of the four Judges' Councils and the State President as ex-officio member of the committee.

b. There will, also, be a GENERAL FLOWER SHOW COMMITTEE which shall consist of the Presidents of the four Judges' Councils; the seven District Flower Show Schools, Schedules, and Awards and Evaluating Chairmen; all the Nationally Accredited Flower Show Instructors in Georgia; in addition to the above-named committee.

Approved September 14, 1967

Amended April 10, 1973; June 9, 1985; January 17, 1990; September 19, 1991;

September 21, 1993; September 16, 1996; January 13, 1997

3 a. The SCHOLARSHIP COMMITTEE shall consist of the State and National Scholarship Chairman, who will serve as chairman; a Co-Chairman; the First Vice President; the Treasurer; the Assistant Treasurer; the Finance Officer; the Arboreta and Botanical Gardens Chairman; Scholarships Advisor; one member at large and the President as ex-officio.

b. The duties of this committee are to formulate rules and oversee the scholarships given by The Garden Club of Georgia, Inc. Approved January 23, 1985; Amended January 17, 1990; April 16, 2019

4. Membership of the EXECUTIVE COMMITTEE is detailed in the GCG Bylaws. In addition to those members so specified, beginning in 2013, the seven District Directors shall be invited to serve on the Executive Committee without the privilege of a vote. Approved September 19, 2012

5. The FINANCIAL EXAMINATION COMMITTEE shall be composed of the following six members: the GCG Treasurer serving as Chairman, the GCG Assistant Treasurer, the GCG Finance Officer, two members appointed by the President, and the GCG President as Ex-officio. This committee shall study GCG end-of-fiscal-year financial statements and examine the supporting documents prior to the financial report being submitted to the CPA for purposes of tax return preparation. The Financial Examination Committee will also have the opportunity to review and approve the tax return draft before it is filed with the IRS. Approved September 17, 2014

6. The GCG MEMBERSHIP DEVELOPMENT TEAM shall consist of the GCG 4th Vice-President, as chairman, and the seven District Co-Directors who shall serve on the State Board. Approved September 17, 2014

7. The BYLAWS, POLICIES AND PROCEDURES COMMITTEE shall consist of the Parliamentarian serving as chairman, the Recording Secretary, a former GCG President, the current GCG President as ex-officio member, and two additional Board Members who are proficient in documentation. Members of the Committee will review the minutes after each Board Meeting or Convention and update the Bylaws, General Policies, and Financial Policies insuring that all amendments are included. The revised documents will be posted to the on-line Guide. The Committee will maintain a history of all documents, and file hard copies of all revisions in the Archives. This Committee will also serve as a resource for any chairman wishing to make a recommendation to the Board, by assisting in the formal write-up and proper formatting of the recommendation.
Total: 6, Quorum 4 Approved September 22, 2015

PERSONNEL FORMS

8. A State Personnel bank shall be made available for use in recommending capable members for specific assignments on District or State Boards. Copies of the form may be found in the GUIDE. Approved April 6, 1966

9. A Personnel Form for every State Board member shall be kept on file by the Personnel Chairman. A form shall be sent to State Board members when they accept a chairmanship if one is not already on file. Chairmen who have Personnel Forms held in the file that are over six years old shall be requested to complete an updated form. Approved April 24, 1984; Amended January 21, 1993

NGC/REGIONAL PERSONNEL

10. Names to be placed on the list of recommended members of The Garden Club of Georgia Board of Directors who are qualified and willing to serve on the Deep South Regional Council and/or National Garden Clubs, Inc. Board of Directors shall be voted on at the first Fall Board of Directors Meeting of each administration.

b. Members of the State Board of Directors may submit names of recommended persons, along with qualifications, to the State President.

c. Members of the Executive Committee will select suitable candidates. These names shall be ratified by the Executive Committee and the State Board of Directors.

Approved April 18, 1989; Amended September 17, 2008

STATE BOARD PERSONNEL

11. A State Board position entitled MEMBERSHIP DEVELOPMENT CHAIRMAN shall be continually maintained. This chairman shall be appointed by the President at the beginning of each administration.
Approved September 17, 1996

STATE BOARD MEMBER EMERITUS

12. A State Board Member who has served a minimum of twenty (20) years on the Board of Directors may be honored as a State Board Emeritus, without the privilege of debate, as proposed by the incoming state president beginning with the 1999-2001 term with the approval of the Executive Committee. Years of service need not be continuous, but members must currently be serving on the Board of Directors. Emeritus State Board Members shall have the right to vote. Emeritus Members may accept a chairmanship, thereby relinquishing Emeritus Status while serving on the State Board. Once they cease to serve on the State Board, they will automatically be considered an Emeritus Member without the need for another Executive Committee Approval. The State Board Member Emeritus would be included on the official Board of Directors, receive all meeting notices, pay required fees and attend board meetings and functions, if desired.
Approved January 16, 200; Amended September 15, 2009, January 27, 2021

13. Emeritus status is not intended to be granted to a former GCG President. Per the GCG Bylaws, all former Presidents are lifetime members of the Advisory Council, which is already a very high honor.
Approved January 27, 2021

M. STATE BOARD MEETINGS

ABSENCES

1. The Executive Committee has full power to accept or reject excuses for absence from the meeting of the Board of Directors. Examples of acceptable excuses are:

- a. Illness of a Board Member or illness in the immediate family.
- b. Emergency doctor's appointment.
- c. Death in family.
- d. Emergency baby-sitting
- e. Travel, but only with a group with a date that is not flexible or a special event on a specific date.
- f. No transportation, but only if happens at the last minute.

Other excuses will be judged on their validity. These will be unacceptable excuses: No club or district meeting will take priority over State Board Meetings. Request for excuse, with no reason given, will not be accepted. (Refer to Bylaws, Article VI, Section 2.)

Approved April 14, 1987; Amended January 15, 2014

RECOMMENDATIONS

2. a. All recommendations for action and/or expenditure of funds must be approved by the Board of Directors of The Garden Club of Georgia, Inc.

b. Recommendations shall be submitted in writing, preferably via email, two weeks prior to the Finance and Executive Committee Meetings at which they are to be considered. Recommendations received after the deadline date set by the State President will be considered at the next meeting of the Finance and Executive Committee.

c. A copy of the recommendation shall be sent to the State President, Recording Secretary, Finance Officer and Treasurer if an expenditure is involved, and the committee chairman affected. A copy is retained by the person making the recommendation.

Approved January 18, 2000; Amended January 15, 2014

d. A typed list of recommendations shall be prepared by the Recording Secretary for the Finance and Executive Committees with copies provided for each committee member. A copy of the final form of accepted recommendations shall be prepared by the Recording Secretary and projected on the screen when the recommendations are presented for consideration by the Board of Directors.

Approved April 17, 1985; Amended January 21, 1993; January 15, 2014

e. Proposed Bylaw changes to be presented to the Executive Committee, the Board of Directors and the membership for consideration shall be presented in the following form: the way the Bylaw now reads; the proposed way to amend; the way the Bylaw will read, if adopted.

Approved January 13, 1997

RESERVATIONS

3. A reservation for the meal event at each State Board Meeting shall ONLY be made for State Board members who respond to the invitation by the due date.

Approved January 23, 1985

ELECTRONIC MEETINGS

4. The GCG Board of Directors, 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.

Approved April 13, 2021

N. STATE HEADQUARTERS

1. The State Headquarters Business Manager I shall keep a file of acquisitions to the State Headquarters House. Upon notification by the House Chairman, information shall be recorded including the item, date, location, cost (or appraised value), whether purchased or a gift, the donor's name and address. A photographic file shall be maintained.

Approved January 13, 1999

2. Any time the position of Business Manager I at State Headquarters in Athens becomes vacant, interviews of final candidates and hiring shall be done by the State Headquarters House Chairman, the State President, and the State First Vice President.

Approved September 23, 1987

O. SYMPOSIA

JUDGES COUNCILS

1. The names, addresses and telephone numbers of the Georgia Judges' Council Presidents shall be listed in the GUIDE.

2. The State Judges' Council Coordinator and the State Symposia Chairman, both appointed by the State President, shall coordinate the flower show symposia jointly sponsored by the four Judges' Councils of Georgia and under the auspices of The Garden Club of Georgia, Inc.

Approved April 11, 1967; Amended September 17, 2008

3. The State Judges' Council Coordinator shall preside over the business session of the meeting.

Approved April 11, 1967; Amended January 15, 2014

4. That the Garden Club of Georgia co-sponsor, along with other organizations, the annual Rosalynn Carter Butterfly Trail Spring Symposium, held in Plains in early May. This sponsorship would allow the Symposium to receive a complimentary ad in Garden Gateways and publish a flyer via our electronic communications network, in Board Briefs, and District Newsletters. GCG should also encourage our members to plant a butterfly friendly garden, increase habitats for pollinators, and register their gardens with the Butterfly Trail. Approved April 17, 2024

NORTH AND SOUTH GEORGIA NATIVE PLANT SYMPOSIUMS

5. That the GCG co-sponsor Annual Native Plant and Wildflower Symposiums. North Georgia Symposium will be held in Athens on the second Wednesday in-February and be co-sponsored with the State Botanical Gardens. If GCG applies for and receives a Wildflower Educational Grant from NGC, then the proceeds will be shared equally with SBG. As of 2021, The South Georgia Symposium in Tifton has been discontinued indefinitely. We encourage Districts and Councils to co-sponsor this type of educational event in their area.

Amended and moved from Financial Policies September 2010

Amended April 13, 2021

P. COMMUNITY SERVICE

GCG encourages its clubs to become involved in community service projects. Those projects focusing on our mission statement of Beautification, Conservation and Education are of prime importance. However, other activities that provide benefit for the needy/elderly/veterans/children are also encouraged – and credit will be given on the Annual President’s Report of Garden Club Achievements. These have historically included decorated felt stockings/eggs for residents of hospitals, senior centers, veterans’ homes or boys/girls’ clubs; fig leaf donations; holiday projects for various institutions; and tab tops for Ronald McDonald Houses. GCG Presidents may choose new special projects during their term or continue those of previous years.

Approved April 13, 2016