

# **The Garden Club of Georgia, Inc.**

## **Dogwood District VI**



### **General Policies and Procedures**

A. Membership	Pg. 1
B. Officers	Pg. 1-3
C. Governing Boards	Pg. 3-4
D. Meetings & Quorums	Pg. 4-6
E. Committees	Pg. 6-7
F. Nominations and Elections	Pg. 7
G. GCG Conventions and Annual Meetings	Pg. 8
H. Financial Policies	Pg. 9-10
I. Awards	Pg. 10-11
J. Amendments	Pg. 11
Addendum – Clubs by Area	Pg. 12

Approved January, 2001; Amended January 2010; Amended January 2015;  
Completely Revised August 2019; Amended August 2022 and August 2024

# The Garden Club of Georgia, Inc.

## Dogwood District IV



### General Policies and Procedures

Dogwood District is one of the seven districts within The Garden Club of Georgia, Inc., and therefore its District Policies and Procedures shall conform with the Bylaws, General Policies and Financial Policies of The Garden Club of Georgia, Inc.

#### A. Membership

1. Membership shall be composed of member garden clubs situated within the counties of Fulton, Douglas, Carroll and Haralson, plus any other member garden club that has petitioned and been accepted into Dogwood District. Clubs must maintain an active membership and be a member in good standing of The Garden Club of Georgia, Inc.
2. To be considered a member in good standing, all dues must be paid to The Garden Club of Georgia, Inc. by March 1<sup>st</sup> of each year. The District requires no extra additional 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)
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. This list is NEVER to be shared with any outside organization or individual.

#### B. Officers – Duties and Responsibilities

1. The Dogwood District Elected Officers shall be District Director, Co-Director, Recording Secretary, Corresponding Secretary and Treasurer. The Parliamentarian shall be appointed by the District Director. These officers will serve for a two-year term, beginning when the Director is installed at the GCG Spring Convention in odd years. Resignations of officers shall be submitted in writing to the District Director. The unexpired terms of an officer, excluding the District Director, shall be filled by the Executive Committee, and shall be ratified by the District Board at its next duly called meeting. Only the GCG State Board of Directors can determine who shall fill an unexpired term of District Director.
2. 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 District Chairmen to support corresponding GCG Chairmen.
  - c. The Director shall serve as a non-voting member on the GCG Executive Committee. (Refer to GCG General Policy A-15).

- d. The Director shall attend all GCG State Board Meetings and prepare required reports
    - Send via email a very detailed typed, double spaced report of all District and club activities with information and statistics taken from the Club President's Activity Report and from District Chairmen's reports – due to GCG State President by March 1<sup>st</sup>.
    - Send via email to the GCG President, GCG Secretary and the Listserv Chairman an Annual District Report - as requested. (Refer to GCG Bylaws Article IV, Section 2, E). A verbal summary District report shall be presented at the GCG Board meetings and is limited to 5 minutes.
  - e. The out-going Director shall prepare a detailed report of her full term of office, send it to the GCG President and Secretary for the GCG archives, and keep a copy of it with reports of all prior Dogwood District Directors. This file, along with all other permanent records, shall be turned over to the new Director when the new term begins.
3. 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 – with the approval of the GCG Board. The nominating committee, in the selection of the candidate, shall consult the Director nominee. (Refer to GCG General Policy L-6).
- a. The Co-Director shall serve on the Membership and Development Team of the GCG Board, shall attend GCG Board meetings, and shall promote increased active membership within the District.
  - b. The Co-Director shall head the Ways & Means Committee and may appoint chairmen to help with fundraising. The Co-Director will propose fundraising projects and obtain Executive Committee and Board approval before purchasing any merchandise for resale.
  - c. The Co-Director, in odd years, will be responsible for coordinating the Leadership and Awards Workshop held during the summer. Dogwood District usually works with the Redbud District on this event.
  - d. Upon expiration of the term, the Co-Director shall turn over all fundraising records to the incoming Co-Director.
  - e. The Co-Director shall be responsible for purchasing the end of term gift for the out-going Director.
4. The **Recording Secretary** shall be responsible for taking notes and providing accurate minutes of all District Meetings, including Executive Committee meetings, District Board Meetings, Fall Annual Meetings and any electronic meetings held during the interim. The minutes will be sent to a Reading Committee within two weeks of the meeting and after being approved by that Committee and the Director, the minutes will be distributed to the appropriate body via email. Upon the expiration of the term, the recording secretary shall deliver to the incoming secretary a binder containing all minutes, records, newsletters and properties pertinent to the office.
5. The **Corresponding Secretary** shall handle all official correspondence of the District and report on same at meetings.
- a. This includes but is not limited to sending get well or sympathy cards to GCG & District Board Members and/or their families, sending thank you notes to speakers, and any other correspondence requested by the Director.

- b. At the District Board Meetings, the Corresponding Secretary shall read all correspondence received by the District, and forward same to the Recording Secretary to keep with the minutes and permanent records.
  - c. The Corresponding Secretary may also be the newsletter editor or the assistant editor, responsible for helping collect information to be published in the Dogwood Dialogue and shall keep a file of all newsletters published during the term of office.
  - d. The Corresponding Secretary shall assume the duties of the Recording Secretary when the latter is absent.
6. The **Treasurer** shall keep district funds, pay bills, send donations and keep accurate records in accordance with good accounting principles.
- a. The Treasurer shall provide a written financial report at each District Meeting, with copies provided to the Director and all other members of the Executive Committee. At District Board Meetings, those in attendance may view/share copies of the financial report. The Treasurer will email a copy of the financial report upon request.
  - b. At the summer Executive Committee meeting, the Treasurer will lead the discussion/preparation of the proposed annual budget. At the August Board Meeting, the Treasurer will present the proposed annual budget as approved by the Executive Committee.
  - c. The Treasurer will provide Expense Forms to members who request reimbursement for authorized expenses -receipts are required. Completed expense forms should be submitted within 20 days of the event. After April 30<sup>th</sup>, the end of the fiscal year, the books will be considered closed and all debts will be considered invalid.
  - d. The Treasurer shall provide the GCG State Treasurer with the complete financial records of the district revenues and expenses for 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.
7. The **Parliamentarian** is appointed by the incoming Director.
- a. The Parliamentarian apprises the Director of parliamentary procedure, when requested. It is essential that the Parliamentarian be familiar with Roberts Rules of Order, the GCG By-laws, and Policies & Procedures of the organization. The Parliamentarian serves without the privilege of a vote.
  - b. The Parliamentarian shall serve as Policy and Procedures Chairman and shall distribute a copy of District Policies and Procedures to each board member at the beginning of each term.
  - c. A copy of the minutes of each meeting shall be given to the Parliamentarian to insure that the policies are kept up to date.
8. Each officer shall immediately upon the expiration of term of office deliver to successor all books, records and properties pertaining to the office.

### C. Governing Boards

1. The **Executive Committee** shall consist of the District Director, Co-Director, Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian, an appointed Member-at-Large and two Advisors appointed by the Director who are former Dogwood District Directors.
  - a. The Executive Committee shall have the power of the District Board during the interim between the duly called meetings of the District Board.
  - b. If a member of the Executive Committee does not attend two consecutive Board meetings, with two unexcused absences, the Executive Committee member will be asked to resign.
2. The **District Board** shall be composed of the Executive Committee, the Advisory Committee, and the appointed District Committee Chairmen. This Board is empowered to manage all business and affairs of the District.
3. The **Advisory Committee** is composed of all living former Dogwood District Directors and all former/current GCG Presidents from Dogwood District. They shall serve in an advisory capacity and shall have voting privileges.

### D. Meetings and quorums

1. The **Executive Committee** will meet at least once in the summer to prepare a budget. The District Director may call additional meetings throughout the year in preparation for District Meetings. A majority vote of those present shall be controlling.
  - a. The Executive Committee business may be conducted electronically, if need be, The Director shall call for a vote by email on a motion presented to the Executive Committee. If approved, the vote shall be ratified at the next Board of Directors Meeting and included in the meeting minutes. A majority of the Executive Committee (5) must agree for a motion to carry via electronic voting.
  - b. At the summer meeting of the Executive Committee, the Treasurer will lead the discussion/preparation of a proposed budget, first to be approved by the Executive Committee and then to be presented and approved at the August District Board Meeting.
2. The **Dogwood District Board** will meet in August and January. Board Members are expected to attend. Club Presidents, other Club Officers and all interested Club Members are encouraged to attend the District Board Meetings.
  - a. Members of the District Board, the Advisory Committee and any Club President or Club representative have the privilege of a vote. [Each club represented at a District Board Meeting is entitled to one voting delegate.] A majority vote of those voting members present shall be controlling.
  - b. At the August District Board meeting, an annual district budget shall be approved.
  - c. At the August District Board meeting in even numbered years, a person will be selected to represent Dogwood District on the GCG Nominating Committee. [ see GCG Bylaws for qualifications]
  - d. The District Board business may be conducted electronically if need be. The Director 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 and included in the meeting minutes. A majority of the District Board must agree for a motion to carry via electronic voting.

3. The **District Annual Meeting** will be held in the Fall at locations rotating throughout the 6 designated areas within Dogwood District. The date of the meeting will be determined by the GCG President. The Fall Annual Meeting will be financially self-supporting.
  - a. Each club is assigned to belong to an area – somewhat geographically organized. A master list is maintained [see addendum]. Area 1 is the most southerly area and Area 6 is the most northerly area in the District. Over time, the Executive Committee may need to reassign clubs to different areas based on changes in membership or club size. A rotation schedule will be published.
  - b. Once every 6 years, the clubs in each particular area will be responsible for hosting the Fall Annual Meeting. The District Director will appoint a Meeting Chairman from within the Clubs in that particular area. The Host clubs will be responsible for:
    - Finding a venue for the luncheon – The time and place for the meeting shall be decided by the Director and the host clubs.
    - Donating Table Centerpieces. Proceeds from their sale will go to the District Treasury to offset expenses of the luncheon.
    - Appointing a registrar if the District Treasurer is not taking that role
    - Printing name tags for all those registered.
    - Manning the registration table to check people in and providing volunteers to help with raffle or other activity if needed.
    - Coordinating with the Director to work within the approved budget so that the amount charged for District luncheons, which is set by the District, shall cover the cost of the meal, all gratuities and taxes, guest expenses, decorations, gifts, favors, name tags, printed programs, awards and speakers. Any expenses over and above collected fees shall be the responsibility of the Dogwood District.
    - Arranging for tables for State and District Chairmen to display their educational material. The speaker may need audio visual equipment.
  - c. All proposed speakers/programs for District Meetings shall be submitted for approval to the State President before any speakers are definitely committed or finalized.
  - d. The GCG President, the Dogwood District Director, and the speaker shall all be guests at the luncheon.
  - e. Each District Board Member shall be responsible for one door prize for the Fall Annual Meeting, to be wrapped as a gift with no name attached. This policy may be changed at the discretion of the Director whereby a donation in lieu of a door prize would be requested.
  - f. A certificate stating that a donation has been given to the GCG State President's "special project" shall be given to the GCG President at this meeting. Funds are to be paid by the District Treasurer from the Treasury and not impact the Luncheon Budget (\$50.00 budgeted item).
  - g. Registration fees will be received by the Registrar or District Treasurer and all expenses will be paid by the District Treasurer. Expense forms will be provided to reimburse members for authorized, budgeted expenses.

- h. Members of the District Board, the Advisory Committee and any Club President or Club representative have the privilege of a vote. [Each club represented at a Fall Annual Meeting is entitled to one voting delegate.]
- 4. **Roberts' Rules of Order, Newly Revised** shall be the Parliamentary Authority for any meeting of the Dogwood District except where anything therein is inconsistent with these Policies and Procedures.
- 5. **Quorums**
  - a. An Executive Committee meeting requires a quorum of six.
  - b. A District Board meeting requires a quorum of twenty-five voting members - Board Members, Advisory Committee Members and Club delegates.
  - c. A Fall Annual Meeting requires a quorum of forty voting members – Board Members, Advisory Committee Members and Club delegates.

## **E. Committees**

- 1. District Committees shall correspond as closely as possible with The Garden Club of Georgia, Inc. Standing Committees. The District Director shall appoint Committee Chairmen for a two year term.
- 2. District Chairman shall act as a liaison between the State Chairman and the local clubs. Each committee chairman shall be responsible for the activities of the committee and shall have committee work conform as much as possible with that of the corresponding state committee. District Chairman should contact the state chairman for guidance/information and should study the GCG on-line GUIDE in order to be thoroughly informed on all aspects of the assigned committee.
- 3. Each District Chairman shall submit an article for the Dogwood Dialogue at an appropriate time of the year corresponding to the committee's activities.
- 4. As a general rule, Dogwood District Chairmen are **not** reimbursed for postage, meals, or incidental expenses related to their chairmanship. However, the District Treasurer shall provide expense forms and reimburse chairmen for **pre-approved budgeted expenses** when they submit a completed official District Expense Report form with receipts. The requester is responsible for obtaining the District Director's approval of the reimbursement by requesting the Director's signature on the Expense Form. In lieu of obtaining signature approval, the requester may forward the Director's email approval to the Treasurer. Expenses not itemized within the budget must have the approval of a majority of the Executive Committee before any reimbursement is made. Any unbudgeted expense over \$500 must have the approval of the District Board. Expense forms should be submitted within 20 days of any event. After April 30<sup>th</sup>, the end of the fiscal year, the books will be considered closed, and all debts will be considered invalid.
- 5. Each District Chairman shall prepare a report for her/his term of office. This report should be sent to the District Director by March 1st of odd years – exception being if the bulk of the Committee's activity occurs in March or April. Report is then due as soon as possible.
- 6. Each District Board Member shall be responsible for one door prize for the Fall Annual Meeting, to be wrapped as a gift with no name attached. This policy may be changed at the discretion of the Director whereby a donation in lieu of a door prize would be requested.

7. Upon the expiration of the chairman's term, each chairman shall immediately deliver to the successor all books, records, and properties pertinent to the chairmanship.
8. Resignations of District Chairman shall be submitted in writing to the District Director. The unexpired term of a District Chairman shall be filled by appointment of the District Director and announced via the listserv.
9. Duties of Standing Committee Chairmen
  - a. The **Awards Chairman** shall assist or provide guidance to clubs in writing applications for GCG Awards.
  - b. The **Chaplain** shall provide an inspiration at each meeting. Shall collect the names of all members who have passed within the previous year, and perform a memorial service at the Fall District Meeting. The cost of flowers, candles or other supplies for the Memorial Service shall be included in the Fall Luncheon Budget.
  - c. The **Dogwood Dialogue Editor** shall publish the newsletter four times per year, in late January/early February, May, August and November. The newsletter will be distributed via the listserv to Dogwood District and the GCG Board. The May newsletter should contain GCG and NGC award winners. The August newsletter should be published as soon as possible following the August Board meeting, to reach Club Presidents in time to plan Fall activities.
  - d. The **Hospitality Chairman** shall coordinate hospitality and obtain volunteer clubs who will provide refreshments at the August and January District Board Meetings. This chairman will also coordinate refreshments for the District gathering at GCG spring Convention/Annual meeting, usually held following the awards banquet.
  - e. All **other Chairmen** shall coordinate their efforts with the corresponding GCG Chairmen. If appropriate, a display board should be exhibited at the Fall District Meeting to promote the activities or projects of the Committee.
  - f. All **District Chairmen** are expected to attend District Board Meetings and the Fall District Meeting, and are strongly encouraged to attend the GCG spring convention/annual meeting.

#### **F. Nominations and Elections**

1. Each odd-numbered year, at the Annual District Meeting, a Nominating Committee shall be formed with the District Director appointing the Chairman. Two members and two alternates shall be elected from the floor. The current Director cannot serve on this committee.
  - a. The members of the Nominating Committee shall become familiar with the duties of each office to better inform prospective candidates of those duties and match qualified individuals with each office.
  - b. The Nominating Committee shall choose a candidate for District Director who is currently serving on or has recently served on the Dogwood District Board. [See GCG General Policy D-6].
  - c. The out-going District Director may not serve as the Co-Director for the in-coming administration, nor continue to serve as the District Director. However, there is no prohibition of serving as Director again, several years later. There are no term limits for the other officer positions.
  - d. The candidate chosen for Treasurer should be familiar with financial reporting and good accounting principles.



2. 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. Nominations may be made from the floor with the prior consent of the Candidate. The District Director will conduct the election according to a prescribed procedure. The name of the person selected as the new District Director shall be sent to the GCG State Nominating Committee at least three (3) months before the Spring Annual Meeting of The Garden Club of Georgia, Inc. All District Directors will be elected at the GCG Convention each odd numbered year along with the state officers and will become members of the State Board of Directors. The other District candidates for office are elected at the Fall District Meeting when the ticket is read, but do not take office until the new District Director's term begins.

#### **G. GCG Conventions & Annual Meetings**

1. In odd-numbered years, if District Breakfasts are scheduled, the outgoing District Director shall host a District Breakfast in conjunction with the GCG Convention. 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 or printed program 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. The cost of flowers or small gift presented to each incoming officer will be paid by the District Treasurer. (\$25 budget item in odd years)
  - c. 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 (\$50.00 budgeted item). Funds are to be paid by the District Treasurer.
  - d. The visiting National or Regional Officer shall be given a certificate at the District Breakfast stating that a donation to a Garden Club project has been made in her/his Honor (\$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 Breakfast at State Convention by the District Director or her appointee. For years when there is no breakfast, the certificates shall be distributed at the following Fall District Meeting. A listing of these certificates shall be published in the Dogwood Dialogue and announced again at the Fall District Meeting.
  - f. An appropriate gift (purchased by the out-going Co-Director) shall be presented to the outgoing Director at the State Convention in odd years. The Director's gift shall be a budget item not to exceed \$100.
2. If suites are available for Districts at the annual GCG Convention, Dogwood District shall be responsible for an amount not to exceed \$200 toward the cost of the parlor portion of the District suite for use as a Hospitality Suite.
3. The Dogwood District, when it hosts the State Convention, shall adhere to The Garden Club of Georgia Convention Directive. The Convention Committee shall operate within a budget set for the Convention, bearing in mind that the division of profit or loss is stipulated in the GCG Financial Policies. A Convention District Committee chairman shall not incur any expenses for the operation of the committee over and above that set forth in the budget without prior approval

of the Convention Chairman. If this happens, any such unauthorized expenses shall be the responsibility of the chairman incurring them.

#### H. Financial Policies

1. The Fiscal Year for Dogwood District shall be May 1 – April 30.
2. The Dogwood District shall maintain a bank account for all funds of the District. This account shall include the monies belonging to the District, including the funds received by the District each year from The Garden Club of Georgia, Inc., and any other funds raised by the District.
3. Required signature bank cards shall be co-signed by the Treasurer and the Director with only one signature (either the Treasurer or Director) being required for bank drafts.
4. The District share of the funds received when Dogwood hosts the state meetings shall be deposited in the District Treasury. No more than one-seventh of that amount may be withdrawn for use on the budget within any fiscal year without prior approval of the District Board. If the sums received from The Garden Club of Georgia, Inc., and the state meetings profits are not sufficient, then it shall be the responsibility of each administration to raise funds over and above those amounts for the sound operation of the District within that term of office.
5. Each administration shall be responsible for a ways and means activity (if needed) to raise funds to help defray expenses and for the operation of the District within that administration. Clubs are encouraged but are not required to participate in fund raising projects. The Co-Director serves as the Ways and Means Chairman and may appoint other Chairmen to assist with various projects. Any major fundraising project must be approved by the District Board.
6. Effective with the fiscal year 2024-2025, The Garden Club of Georgia, Inc. stipulated that the \$500 annual allowance given to each district be used to reimburse the District Directors for their expenses. Directors are expected to attend the GCG Spring Convention/Annual Meeting, the GCG Board Meetings held several times per year and attend all seven District Fall Meetings, plus many other events throughout the year. Therefore, Dogwood District shall reimburse the Dogwood District Director for meals, lodging, tolls, meeting registration, misc. expenses, etc., for functions related to the Director's responsibilities. This reimbursement amount shall not exceed \$1000 annually. Receipts for these expenses should be submitted to the District Treasurer with an itemized expense report before reimbursement is made. This reimbursement is over and above the \$200 for the District Hotel Hospitality Suite at Convention, or the Director's and Officer's Miscellaneous Admin Expenses listed in the budget. Gas mileage or incidental meals on the road do not qualify for reimbursement.
7. The District Treasurer shall provide expense forms and reimburse chairmen for **pre-approved budgeted expenses** when they submit a completed official District Expense Report form with receipts. The requester is responsible for obtaining the District Director's approval of the reimbursement by requesting the Director's signature on the Expense Form. In lieu of obtaining signature approval, the requester may forward the Director's email approval to the Treasurer. Expenses not itemized within the budget must have the approval of a majority of the Executive Committee before any reimbursement is made. Any unbudgeted expense over \$500 must have the approval of the District Board. Expense forms should be submitted within 20 days of any event. After April 30<sup>th</sup>, the end of the fiscal year, the books will be considered closed, and all debts will be considered invalid.

8. The income and expenses of each district shall be reported annually on The Garden Club of Georgia, Inc. tax information return. (Form 990).
9. Memorials
  - a. Dogwood District shall give a memorial donation of \$25.00 to a GCG project in the event of the death of the current GCG President, the current Dogwood District officer, and the spouse of current GCG President or Dogwood District Director. Former Dogwood District Directors and former GCG Presidents from Dogwood District shall be similarly honored. The Executive Committee has the option of adjusting that amount if deemed appropriate. The District Corresponding Secretary will send a card of condolence to the family upon the death of Dogwood District or GCG Board Members or their immediate families, NGC Officers and Dogwood Club Presidents.
10. Payments for the following shall be included in the District budget in appropriate years. The Executive Committee, may at its discretion, recommend changing an amount for a particular year, and the final budget shall be voted upon at the August District Board Meeting.
 

a. Cherokee Library Donation	\$ 200 annually
b. Children's Garden - SBG in Athens	\$ 100 annually
c. Historic Landscape Preservation Fund	\$ 100 annually
d. GCG Scholarship – either \$200 Patron or \$1000 Named depending upon budget/revenue	
e. Penny Pines Donation	\$ 68 annually
f. Roadside Beautification Donation	\$ 100 annually
g. Capitol Conservation Day Sponsor	\$ 150 annually
h. Donation - GCG President’s project of choice	\$ 100 (\$50 each in Fall and Spring)
i. Donation – honoring DS or NGC President at GCG Convention	\$ 25 in odd years
j. GCG President’s lodging for summer workshops	\$ 150 in odd years
k. GCG President’s lodging for Fall Meeting	\$ 150 annually
l. Outgoing District Director’s Gift	\$ 100 in odd years
m. Floral Design Expense for GCG Spring Meeting	\$ 75 annually
n. Director’s Travel Reimbursements	\$1000 annually <i>(updated 8/2024)</i>
o. Director’s & Officer’s Misc. Expenses	\$ 250 annually
p. District Hospitality Suite at Convention	\$ 200 annually
q. District Breakfast at Convention, Room fee <i>if any</i>	\$ 200 odd year - set by Convention Committee
r. Memorials	\$ 100 annually

**I. Awards**

1. All certificates for awards won as a District shall be placed in the Director’s record for that term.
2. The winner of the **Dogwood District Club of the Year Trophy** (a crystal dogwood) shall be determined by the total number of points received on the President’s Report of Garden Club Achievement, which is to be submitted by each club by February 15 of each year. The trophy shall be presented at the District Fall Annual Meeting and shall be returned to the Director by the winning Club six weeks prior to the next Fall District Meeting so that it may be engraved for presentation to the next winner.
3. For consideration as the **Dogwood District Member of the Year**, each club shall have the opportunity to nominate a **long serving** club member who has been active in their club, active in

Dogwood District and has served on the GCG Board. The nomination shall be made in writing, giving a brief summary of accomplishments and activities at the club, district and state level; and shall be sent to the District Director by September 30<sup>th</sup>. The winner of this award shall be determined by the District Director, Co-Director, and Awards Chairman. The traveling trophy honoring Ann Venard, Blanche Winter and Mary Margaret Bowling shall be presented at the Fall District Meeting. The trophy shall be returned to the Director by the recipient six weeks before the next Fall District Meeting. There is no requirement that this award must be presented each year. A person may be honored with this award only once.

4. The **Dynamic Dogwood Trophy** may be awarded to an individual club member for outstanding service or accomplishments - particularly during the preceding 2 years, which significantly help promote the goals & mission of the Garden Club of Georgia, Inc. The nomination for this award shall be made in writing by the person's club, giving a brief summary of the person's accomplishments with a focus on recent notable activities and shall be sent to the District Director by September 30<sup>th</sup>. The recipient of this award shall be determined by the District Director, Co-Director, and Awards Chairman. A person may receive this award more than one time, but NOT in consecutive years. The trophy shall be returned to the Director by the recipient six weeks before the next Fall District Meeting. There is no requirement that this award must be presented each year.
5. The **JoAnn Jones Civic Improvement Award** shall be awarded annually to a club presenting the most outstanding Civic Improvement project. Applicants should submit a report no longer than two pages (typed and double spaced) to the Awards Chairman by September 30<sup>th</sup>. Projects may include landscaping grounds of hospitals, schools, public buildings, cemeteries, places of worship, courthouse squares, historic monuments, etc. (Continuing projects: Clubs will be judged on what has been accomplished during the awards year). The awards year for this award is May 1 through April 30. Applicants should include before and after photographs with the application. Photo pages do not count toward the maximum two-page allotment (keep captions short). A club may not win this award in consecutive years. Judging for this award will be done by the District Director, Co-Director, Awards Chairman, and the Civic Improvement Chairman. The Civic Improvement Award will be presented at the annual Dogwood District Meeting. The trophy is a traveling trophy. Winners of the award must return the trophy in good condition to the Dogwood District Director six weeks before the next Fall District Meeting. Any club that loses or damages the trophy will be required to replace the trophy immediately.

#### **J. Amendments**

These Policies and Procedures may be amended in two ways

1. Proposed changes shall be approved first by the Executive Committee and then sent to the District Board at least thirty (30) days in advance of the board meeting where the voting will take place. A majority of Board Members and Club voting delegates present at the District Board meeting shall be required for the amendment to be approved.
2. Proposed changes shall be approved first by the Executive Committee and then presented to the District Board at a regular meeting. Amendments may be passed by the unanimous vote of all Board Members and Club voting delegates present at the meeting without the necessity of a 30-day prior notice.

**Addendum - List of Dogwood District Clubs - Organized by Area**  
**Each Area Clubs Host the Dogwood District Fall Meeting in the Year Listed**  
 Updated August 2024

Area	Club Code	Club Name
AREA 1 Clubs Host in 2024	06-008	ARTISTIC DOGWOOD GARDEN CLUB
	06-373	PINE CENTER GARDEN CLUB
	06-525	SPADE AND TROWEL GARDEN CLUB
	06-545	AMA-KANASTA GARDEN CLUB
	06-550	TOWN & COUNTRY GARDEN CLUB
	06-650	FOXGLOVE GARDEN CLUB
AREA 2 Clubs Host in 2025	06-175	GARDENIA GARDEN CLUB
	06-190	GREYSTONE GARDEN CLUB
	06-285	MIMOSA GARDEN CLUB
	06-385	PLANTERS GARDEN CLUB
	06-345	PEACHTREE BATTLE GARDEN CLUB
	06-425	ROSE GARDEN CLUB
AREA 3 Clubs Host in 2026	06-030	BOXWOOD GARDEN CLUB
	06-075	CHEROKEE GARDEN CLUB
	06-195	HABERSHAM GARDEN CLUB
	06-240	IVY RIDGE GARDEN CLUB
	06-335	NORTHWOOD GARDEN CLUB
	06-340	PEACHTREE GARDEN CLUB
	06-380	PINE TREE GARDEN CLUB

Area	Club Code	Club Name
AREA 4 Clubs Host in 2027	06-010	ATKINS PARK GARDEN CLUB
	06-040	BROOKWOOD HILLS GARDEN CLUB
	06-130	DRUID HILLS GARDEN CLUB
	06-250	IVY GARDEN CLUB
	06-370	PIEDMONT GARDEN CLUB
	06-390	POPPY GARDEN CLUB
	06-400	PRIMROSE GARDEN CLUB
AREA 5 Clubs Host in 2028		
	06-060	CAMELLIA GARDEN CLUB
	06-090	CLUB ESTATES GARDEN CLUB
	06-230	INDIAN CREEK GARDEN CLUB
	06-235	IRIS GARDEN CLUB
	06-275	MAGNOLIA GARDEN CLUB
	06-435	SANDY SPRINGS GARDEN CLUB
AREA 6 Clubs Host in 2029	06-105	COUNTRY HILLS GARDEN CLUB
	06-447	SPALDING GARDEN CLUB
	06-517	ALPHARETTA GARDEN CLUB
	06-553	DULUTH GARDEN CLUB
	06-555	BELLMERE GARDEN CLUB
	06-600	NORCROSS GARDEN CLUB
	06-620	ROSWELL GARDEN CLUB