

**THE GARDEN CLUB OF INDIANA, INC.**  
**STANDING RULES OF THE BOARD OF DIRECTORS**

1. The President shall be the Resident Agent during her term of office.
2. The State President shall keep an accurate account of expenses incurred relevant to the position and shall send a written report to the Treasurer, along with receipts or vouchers to substantiate the expenditures. Expense reimbursement may be requested throughout the year, but must be requested by March 1<sup>st</sup> in order to complete the transaction prior to the end of the fiscal year March 31<sup>st</sup>.  
Reimbursement is limited to the amount budgeted for the position during the current fiscal year. The budgeted amount for the State President is intended to cover travel to national, regional, state and district meetings. When traveling by air is necessary for out of state meetings, economy fare will be reimbursed. When traveling by automobile, actual gasoline costs will be reimbursed, rather than mileage. The State President's budget is also intended to cover registration, lodging and meals for national and regional meetings, postage, telephone, duplicating and supplies in so far as possible.  
In the event the President is unable to function, a representative shall be reimbursed within reason by the President upon presentation of authentic bills relative to allowable expenditures as stated above.
3. Three members of the Executive Committee shall be appointed by the President to approve the minutes of the pre-convention Executive Committee Meeting.  
Three other Board members shall be appointed by the President to approve the minutes of the pre-convention Board Meeting.  
Three other Board members shall be appointed by the President to approve the minutes of the Annual Convention.
4. A committee of three members, including the parliamentarian as chairman, shall be appointed each year at the June meeting by the President to serve on the Guidelines Committee.
5. A committee of three members, including the Horticulture Chairman, shall be appointed each year at the June meeting by the President to judge the books of evidence for the Honeywell Horticultural Award.
6. A committee of three members, including the First Vice President, shall be appointed each year by the President to determine the winners of the Club Achievement Award. It is recommended that these members live within a reasonable driving distance.
7. A committee of three members, including the Operation Wildflower Chairman, shall be appointed each year at the June meeting by the President to judge the books of evidence for the Amy Little Mason Wildflower Award.
8. A committee of three members, including the State Trees Chairman, shall be appointed each year at the June meeting by the President to judge the books of evidence for the Bev Kelter Arbor Award.
9. The outgoing President shall be allowed one thousand five hundred dollars toward expenses when attending the NGC Convention immediately following the term as President.
10. In the event of the death of a present or past President of The Garden Club of Indiana, Inc., or spouse, or a member of the present Board of Directors, flowers or a fitting tribute shall be given, the cost not to exceed thirty-five dollars.  
A card shall be sent from the Board of Directors to any member of the Board who has a death in his/her family.  
In the event of the death of a current President of NGC, or spouse, or a past President of NGC, flowers or a fitting tribute shall be given, the cost not to exceed thirty-five dollars.

TGCI Board Standing Rules (cont'd.)

11. The gold President's pin, donated by Barbara Yoder, shall be presented to the incoming State President at installation. Only the current State President shall wear a pin inscribed "President, The Garden Club of Indiana, Inc."
12. The 3rd Vice President shall be responsible for purchasing a gift for the invited NGC officer or Central Region officer and shall present it at the Annual Convention. The 3<sup>rd</sup> Vice President shall also be responsible for purchasing and presenting a gift to the State President at the conclusion of the term. The gifts shall be limited to a maximum cost of seventy-five dollars each and be paid from the state treasury.
13.
  - a. The Recording Secretary shall electronically send a draft of minutes to the State President within 15 days following each meeting of the Executive Committee, Board of Directors and Annual Convention.
  - b. The Recording Secretary shall electronically send minutes from the Executive Committee and Board of Directors' Meetings to the Corresponding Secretary to forward to the appropriate members at least 3 weeks prior to the next meeting, instructing that any corrections are to be sent to the Recording Secretary.
  - c. The Recording Secretary shall announce corrections and present the minutes for final approval at the next meeting of the Executive Committee and Board of Directors.
  - d. The Annual Convention minutes shall be electronically sent to the committee appointed to approve those minutes. After approval, the minutes shall be forwarded to the Executive Committee.
  - e. A hard copy of all minutes shall be signed by the President and Recording Secretary and will be part of TGCI permanent records.
14.
  - a. The Treasurer's annual report and the Finance Committee's budget shall not be printed in the *Indiana Gardens*, but a copy shall be provided for each Board member.
  - b. The Treasurer shall provide each member of the Board of Directors with a copy of the financial report given at each Board meeting.
15. Interest earned on all funds, except designated accounts, shall be credited to the General Operating Fund.
16. Checks written by the Treasurer shall be voided if not cashed within ninety days.
17. The Treasurer shall automatically order and pay for a President's kit from NGC to be sent to the President of each new club voted into membership of The Garden Club of Indiana, Inc.
18. The Treasurer shall send \$100.00 to the Central Region Treasurer by June 30<sup>th</sup> of each year to help defray expenses of the region.  
The Treasurer shall reserve \$200.00 each year to accumulate in a special fund to be available for use by the Central Region Director elected from Indiana. The Director shall submit a request for reimbursement of expense, accompanied by receipts, to the State President, to be approved by the Board of Directors.
19. The Board of Directors shall be composed of at least thirty-five and not more than forty-eight members.
20. Board members shall give orally highlights of their reports at Board Meetings, with a limit of 3 minutes for District Directors and 2 minutes for Chairmen. Prior to each meeting they shall prepare and submit electronically, if possible, detailed written reports in an 8½x11 format to the appropriate Board Member, retaining one for their file. If unable to submit electronically report copies may be brought to the Board Meeting. A signed hard copy is to be submitted to the Recording Secretary, as this official report will become a part of TGCI, Inc. permanent records. (continued next page)

TGCI Board Standing Rules (cont'd.)

Each Board Member is personally responsible to submit the reports: DISTRICT DIRECTORS: President; 1st Vice-President; Recording Secretary; Editor; Historian. COMMITTEE CHAIRMEN: President; 2nd Vice-President; Recording Secretary; Editor; Historian.

21. The District Directors shall send electronically the roster of their officers and any appointed chairmen to the State Corresponding Secretary for distribution prior to the June Board meeting.
22. State chairmen, following their appointment, shall contact the districts to explain the current project and offer assistance.
23. Members of the Board of Directors wishing to sponsor a project must secure the approval of the Board before starting the project.
24. Contributions received by Board chairmen from clubs or club members for state projects shall be sent to the State Treasurer as soon as possible.
25. Each Board member shall keep an accurate account of expenses incurred relevant to the position and shall send a written report to the Treasurer, along with receipts and/or log to substantiate the expenditures, no later than March 1<sup>st</sup> of each year. Reimbursement is limited to the amount budgeted for the position during the current fiscal year. The budgeted amount for each Board member, except the State President, is intended to cover postage, telephone, duplicating and supplies in so far as possible. Printing at home is permitted if a log is kept stating date, number of copies and purpose. Finance Committee will determine annually the amount allotted per copy. No ink cartridges will be reimbursed except for the Awards Chairman and the Treasurer. Expense reimbursement may be requested throughout the year, but must be requested by March 1<sup>st</sup> in order to complete the transaction prior to the end of the fiscal year March 31<sup>st</sup>.

The President-Elect may receive reimbursement for expenses incurred, up to the budgeted amount, for registration and fuel costs to the district meetings.

The Scholarship Interview Committee may receive reimbursement for expenses incurred, up to the budgeted amount, for hotel and fuel costs when interviewing prospective scholarship students.

Should a Board member anticipate being over budget, he/she shall contact the State President and Finance Officer immediately and prior to going over budget. To request additional funds, a recommendation, along with detailed rationale and expected deficit, shall be submitted to the Finance Committee Chairman. After review by the Finance Committee, the recommendation, if merited, shall be submitted to the Board of Directors for approval. Board members going over budget do so with the understanding that they are not guaranteed reimbursement.

26. Any chairman or member of The Garden Club of Indiana, Inc. conducting a workshop at the Annual Convention must receive permission from the Convention Chairman before making any expenditures which are to be charged to the convention.
27. At the Spring Board Meeting, the Board shall decide the number of college scholarships which it will finance for the school year beginning the next Fall.  
The State Treasurer shall send to the University prior to the registration of each semester (2) of its academic year sufficient funds to finance these scholarships.  
The perpetual scholarships at Purdue University shall be named as follows:
  - a. Professor E. R. Honeywell Scholarship
  - b. Georgia Mary Honeywell Memorial Scholarship (recipient if possible to be a female)
  - c. Dr. Michael N. Dana ScholarshipA perpetual scholarship, to be given at a university to be determined by the Scholarship Selection Committee, shall be named the Josephine Jarboe Memorial Scholarship.

TGCI Board Standing Rules (cont'd.)

28. Fifty dollars of each Scholarship Patron and Associate Life Membership fee shall be reserved in a permanent fund from which only the interest shall be used for current scholarships. (Refer to Article V, Sections 3 & 4, of Bylaws.)

The fifty dollars collected from the Scholarship Patron and Associate Life Memberships shall be added to the Scholarship Fund Certificate of Deposit on its next maturity date.

29. Anyone having a recommendation to be placed on the Executive Committee and the Board of Directors agendas for consideration must have that recommendation to the President, may electronically send, at least fifteen days before the meeting date.
30. A Wildflower Workshop/September Seminar shall rotate in the same sequence as the Annual Convention. In the even-numbered years (beginning in 2008), a one-day Wildflower Workshop shall be conducted in September. In the odd-numbered years (beginning in 2009), a one-day September Seminar shall be held. Topics to vary.

The Host District shall be responsible for working with the appropriate State Chairman in selecting the site, date and speakers. The Host District shall be responsible for arranging for one luncheon. Registration fee to cover above expenses. Attendees wishing to stay overnight shall arrange their own lodging and meals at a local facility.

For the Wildflower Workshop, the State Operation Wildflower Chairman may apply for partial funding from the NGC Operation Wildflower Fund.

31. The Host District for the Annual Convention may be advanced a maximum of \$500.00 by the Treasurer following the Summer Board Meeting two years prior to the designated convention from the State Meetings Fund, if needed, to pay convention facility deposit fee. The Host District shall be advanced \$200.00 for pre-convention expenses following the Summer Board Meeting preceding the convention. Any advances shall be returned to the State Meetings Fund of the state treasury within 10 days after the close of the convention.

All proceeds from the Host District ways and means projects may be retained by the district. Any deficit shall be the responsibility of the Host District. Any surplus from the Annual Convention shall be allocated to The Garden Club of Indiana, Inc. State President's Project Fund. (To become effective after approval by Convention Body April 2019.)

32. September Seminar/Wildflower Workshop: The Host District may be advanced a maximum of \$500.00 by the Treasurer following the Winter Board Meeting two years prior to the designated event from the State Meetings Fund, if needed, to pay facility deposit fee. The Host District shall be advanced \$150.00 for pre-event expenses following the Winter Board Meeting preceding the event. Any advances shall be returned to the State Meetings Fund of the state treasury within ten days after the close of the event.

All proceeds from the Host District ways and means projects may be retained by the district. Any deficit shall be the responsibility of the Host District. Any surplus from the September Seminar/Wildflower Workshop shall be allocated to The Garden Club of Indiana, Inc. State President's Project Fund. The Host District shall make a complete financial report no later than the first pre-convention Board of Directors meeting following the event.

33. The Fall Board Meeting shall be held the afternoon prior to the Wildflower Workshop or September Seminar.
34. Garden clubs sponsoring new groups shall suggest to them they select names where there would be no duplication in the state.

TGCI Board Standing Rules (cont'd.)

35. Anyone attending NGC approved schools and symposiums who takes the examination shall be charged an additional fee to cover postage and handling expenses.
36. A district shall request approval for an individual, firm or company operating for profit to display and sell merchandise at state or district meetings held within the district. Approval by the state Board of Directors is required for state meetings, and approval by the district officers is required for district meetings. A percentage of the gross sales, as agreed upon between the district and the vendor, shall be given to the district wherein the meeting is held. The above to apply also at the Wildflower Workshop and September Seminar.
37. Any individual, firm or company operating for profit may use the Club Presidents' list of The Garden Club of Indiana. Inc. provided payment is made for at least 1/4 page sponsorship in one or more issues of *Indiana Gardens*.
38. When members are seeking an elected position on the regional or national level, the vote shall be taken by ballot.

Revised 12-2-04; Amended 6-16-05, 4-17-07, 6-28-07,  
6-26-08, 4-22-09, 9-15-09, 6-7-11,  
12-1-11, 12-4-12, 9-11-13, 9-10-15,  
12-4-18, 9-10-19