CENTRAL REGION GARDEN CLUBS, INC.

STANDING RULES

These Standing Rules are those rules which are related to the details of an organization and shall not be in conflict with the Central Region, Inc. Bylaws, and may be amended at any regular or special meeting of the CR Executive Committee by a two-thirds vote or the majority vote with previous notice. For convenience, hereinafter the corporation will be referred to as CR and the CR Director will be referred to as Director.

A. DUTIES OF ELECTED OFFICERS

Section 1. DIRECTOR

The Director shall:

A. Direct, coordinate and promote the activities of the Region.
B. Serve on the NGC Executive Committee and the NGC Scholarship Committee.
C. Keep Alternate Director informed and ready to assume the office of Director should a need arise.
D. Inform the NGC President of an anticipated absence from any required meeting and secure approval for the Alternate Region Director to represent the Region with all the privileges of the Director.
E. Conduct an annual Region Convention in rotation as established within the Region. Send dates of Region Meetings to the NGC Region Directors/State Presidents Liaison, and the NGC President as soon as they are confirmed.
F. Arrange for and preside at the Region functions at NGC Conventions, including program, if offered.
G. Hold an Executive Committee Meeting at the NGC Convention for the purpose of:
   a. In the odd-numbered years
      1. ratifying the new Chairmen appointed by the Director;
      2. approving the budget for the one year;
      3. ratifying the Unified Project;
      4. transacting any additional necessary business.
   b. In the even-numbered years for the purpose of approving the budget for one year and transacting any other business.
   c. Hold additional Executive Committee Meetings at the CR Convention and NGC Fall Board Meetings. It is recommended that Executive Committee Meetings be held in advance of scheduled events, if possible. State Presidents shall be notified of Executive Committee meetings at least two months in advance so that travel plans may be made accordingly.
H. Appoint a Region Secretary, Treasurer/Assistant Treasurer and Parliamentarian.

I. Appoint Region Chairmen, as necessary, to carry out purposes of NGC which shall conform insofar as practicable to those of NGC. List the duties of each Region Chairman when asking members to serve on the CR Board of Directors.

J. Appoint Special Committees as needed.
   1. Committee of three to approve the minutes of the Executive Committee Meetings and Annual Meeting.
   2. Review Committee of three to review the Treasurer’s books within two months of the close of term.
   3. Unified Region Project Chairman.

K. Follow the procedure for selection and election of successors as Director, Alternate Director, two Nominating Committee members and two alternates from the Region as stated in the CR Bylaws.
   1. Notify the State Garden Club President at least four years before that State Garden Club’s turn in rotation for the positions of Director and Alternate Director or Nominating Committee Member or Alternate Nominating Committee Member, to assure that eligible candidates will be available.
   2. In the event of a vacancy in the office of Director, the Alternate Director shall become Director.

L. Upon invitation, visit each State Garden Club in each of the Respective States at least once during the term of office in addition to the Region Convention/Annual Meeting within that state. The Host State Convention is responsible for Director’s registration fees, meals and lodging. The Region Director’s transportation costs are covered by the seven hundred dollars collected each year from the states. The Region Director is responsible for own personal expenses. Courtesies apply to the Director only for the time specified in the invitation.

M. When convenient, and upon invitation from the State Garden Clubs, attend other events, conventions and conferences.

N. Be responsible for the operational details of the NGC Fall Board Meeting when scheduled in the Region, in cooperation with the NGC President, State and local committees, except when the meeting is held at the NGC Headquarters in St. Louis.

O. Keep State Garden Club Presidents informed as to their duties at NGC Conventions and CR Conventions.

P. Give assistance to State Garden Club Presidents and Region Chairmen, and answer all correspondence promptly.

Q. Encourage State Garden Club Presidents to apply for CR and NGC Awards.

R. Keep an accurate file of pertinent information and activities occurring during the administration to transfer to successor at the close of the NGC Convention concluding a term of office.

S. Have a clear photograph available for publication upon request.
Section 2. ALTERNATE DIRECTOR

The Alternate Director shall:
A. Provide assistance to the Director as needed.
B. In the absence of the Director, must be available to represent the Region at any required meeting, with the approval from the Director and/or NGC President.
C. Assume the duties as Director if the Director is unable to fulfill duties.
D. Serve as any chairman, as requested by the Director.

B. DUTIES OF APPOINTED OFFICERS

Section 1. SECRETARY

The Secretary shall:
A. Attend all meetings of the Executive Committee, Board of Directors and CR Conventions and record the minutes.
B. Send one copy of the minutes, with the signatures of committee members appointed by the Director to approve the minutes, to the Director and Alternate Director.
C. Provide a directive to all inquirers for copies of the Bylaws and Standing Rules to the Website and alert the incoming Region Director upon announcement of election.

Section 2. TREASURER/ASSOCIATE TREASURER

The Treasurer/Associate Treasurer shall:
A. Attend all meetings of the Executive Committee, Board of Directors and Conventions of CR.
B. Be custodian of all funds of CR. In the case of inability of the Treasurer to function, the Associate Treasurer and Region Director are authorized to sign checks for all bills duly authorized. Keep books and submit a written financial statement at each Executive Committee meeting and the Annual CR Convention.
C. Prepare the annual budget for one year to be accepted at a special called meeting at the NGC Conventions. The fiscal year shall be June 1 through May 31.
D. Transact all Annual Meeting deposits, all income (registration) for CR Annual Meeting and prepare a financial statement with Host State following the CR Annual Meeting.
E. Accept one hundred dollars due annually from each state to help defray the CR Director's expenses. Notify each State President by June 1 of this amount to be sent to the CR Treasurer by June 30. State Garden Clubs failing to remit the one hundred dollars by June 30 shall be ineligible to apply for Awards and Scholarships.
F. Reimburse the Region Director for budgeted expenses upon presentation of receipts. Reimburse the Secretary and Treasurer/Associate Treasurer for postage, printing
and budgeted expenses upon presentation of receipts.
G. Reimburse Region Chairmen for budgeted expenses upon presentation of receipts.
H. Financial Books to be reviewed by an appointed committee of three, within two
   months of the close of the fiscal year in accordance with generally accepted
   accounting practices.
I. Transfer official records to successor at the end of term.

Section 3. PARLIAMENTARIAN

The CR Parliamentarian shall:
A. Attend all meetings of the Executive Committee, Board of Directors and
   Conventions of CR and participate, except for the right to make motions and
   to vote.
B. Study the Bylaws and Standing Rules pertaining to CR and strive to keep the
   Region Director informed of all necessary action or revisions.
C. Serve as Bylaws and Standing Rules Chairman.
D. Be informed of parliamentary procedure and assist in the smooth running of
   meetings.

C. STATE PRESIDENTS' RESPONSIBILITIES

The State Presidents shall:
A. Attend all meetings of the CR Executive Committee, Board of Directors and CR
   Conventions.
B. Send copy of State Board of Directors with telephone numbers, home and email
   addresses to the CR Director.
C. Invite CR Director to attend at least one State Convention/Annual Meeting during
   term of office, underwriting registration, housing and meals. Any other Conventions
   attended may be at the Director's expense.
D. Keep a copy of the CR Bylaws and Standing Rules and minutes of the CR Conventions
   in State President's file and pass to successor.
E. Print name and address of CR Director together with Region Theme in the State
   publication/website.
F. Publish location, date, registration information and tentative program of Region
   Convention in State publication/website.
G. Place name of CR Director on mailing list for complimentary copies of State
   publications.
H. Encourage attendance at CR Conventions.
I. Send list of delegates and alternates for the CR Conventions to the Region
   Credentials Chairman so that special designations may be indicated on name tags.
J. Bring State gift of forty dollars minimum value to CR Convention. Distribution
   of proceeds from the gifts to be determined annually by the Executive Committee.
D. ADVISORY COUNCIL

The Advisory Council shall:
A. Consist of the former Directors of CR.
B. When consulted, the Council shall consider questions affecting CR and submit recommendations to the Executive Committee.
C. The Chairman shall be the immediate former Director. In the absence of the Chairman, a Chairman pro tem shall be elected from those present.
D. They shall serve as ex-officio members of the Executive Committee (non-voting).

E. COMMITTEES

Standing Committees shall be established by the Director for the efficient and lawful operation of CR. The Standing Committees are: Awards, Historian, Life Membership, Newsletter, Organization Study, Scholarship and Website.

Section 1. Awards
A. Awards shall be presented at the CR Convention and/or CR Function scheduled at the NGC Convention.
B. CR Awards Chairman shall:
   1. Serve as Chairman of the CR Awards Committee.
   2. Be responsible for keeping the Awards Rules accurate and concurrent with Awards policies. Have CR Awards applications judged fairly.
   3. Seek donors to underwrite applicable Awards.
C. Send CR Director, CR Secretary, and the CR Treasurer the names of club winners one month prior to date of presentation.

Section 2. Historian
A. Request State Garden Club Presidents to send, by January 15 of odd-numbered years, a two-year report of the accomplishments and main events of their terms.
B. Compile a two-year report of CR History and Region activities and send a copy to the CR Director by March 1 of the odd-numbered year.

Section 3. Life Membership
A. A CR Life Membership shall be accorded to any individual by submitting a one-time contribution of fifty dollars to the CR Life Members Chairman.
   1. The contribution shall be allocated to the Scholarship Operating Fund.
   2. Life Members are eligible to purchase Life Membership Pins for ten dollars, which is to be added to the Scholarship Operating Fund.
   3. Gold Star Membership can be added for an additional contribution of twenty-five dollars to be added to the Scholarship Operating Fund. Any number of these Gold Stars may be purchased.
4. Life Members shall be recognized at one special CR function annually.
5. CR Life Members are delegates to CR Conventions.

Section 4. Newsletter
A. The CR Newsletter shall be the official publication of CR and shall be posted three times a year in March, July, and November on the Central Region Website (www.ngccentralregion.org). Each administration shall have six issues.
B. The purpose of the publication is to establish a line of communication between the CR Board of Directors and the State Board Members of Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri and Wisconsin.
C. The official CR Directory shall be sent electronically as a PDF attachment to the CR Board of Directors, State Board Members of the CR States, CR Life Members, and anyone requested by the CR Director, i.e. the NGC President, NGC Vice Presidents.

The Editor of the CR Newsletter shall:
1. Publish the CR Newsletter and send to the Associate Editor and CR Executive Committee.
2. Receive approval of the CR Director for materials to be included before posting.
3. Encourage CR Chairmen to submit articles, preferably electronically.
4. Receive all articles, subject to editing by the editor.
5. Post deadlines for the CR Newsletter in each issue.
6. Direct each State President to be responsible for electronically distributing the CR Newsletter to State Board Members.

Section 5. Organization Study
A. The Chairman and up to three additional members may be appointed by the Director. The CR Parliamentarian shall attend the meeting and participate except for the right to make motions and the right to vote.
B. Duties:
   1. Study, evaluate, and respond to all referred questions from the CR Executive Committee.
   2. Present proposed CR Standing Rules amendments to the CR Executive Committee for approval before drafting the Standing Rule.
   3. Present revised CR Standing Rules to the CR Executive Committee for adoption.
   4. Make recommendations to the CR Executive Committee for improving the operation and function of CR.
   5. Transact business of an urgent nature by electronic devices or postal mail as authorized by the Committee Chairman.
   7. If revised, electronically send a copy of CR Standing Rules to each member of the CR Executive Committee following the CR Convention.
8. The CR Standing Rules and any amendments, when approved, will be sent to the CR Webmaster. The Webmaster will post the CR Standing Rules and/or approved amendments with dates on the CR Website.
9. Copies may be sent by electronic devices and/or postal mail.

Section 6. Scholarship
A. Funding.
   Scholarships are funded through CR Life Memberships, Memorials, Honorariums and/or Donations. Donor(s), with the exception of CR Life Memberships, may designate Operating Fund (dispensed annually) or Designated Fund.
B. Selection.
   1. Applicant must be currently enrolled as a student in horticulture, conservation, landscape, environmental or city planning, or a related course of study, and must be a resident of a CR state.
   2. Scholarship monies will be administered by the CR Treasurer and will go directly to the Institution where the student is enrolled.
   3. Final selection will be made by a committee of three with the Chairman appointed by the CR Region Director.
   4. Winning scholarships will be announced at the Spring CR meeting in conjunction with the NGC Convention.
   5. The Scholarship amount and frequency of distribution shall be determined according to available funding. The Scholarship Chairman shall make a recommendation to the CR Executive Committee for presentation to and approval by the General Assembly at the Annual CR Convention.

Section 7. Website
The purpose of the Website is to establish a line of communication between the CR Board of Directors and the State Board Members of Iowa, Illinois, Indiana, Michigan, Minnesota, Missouri and Wisconsin.

The Website shall post three issues per annum of the CR Newsletter in addition to other pertinent information as directed by the CR Region Director.
F. REGION CONVENTION

State Rotation
The order of rotation for hosting the Fall CR Convention is: Iowa, Illinois, Wisconsin, Michigan, Missouri, Indiana and Minnesota. There shall be two CR Conventions/Annual Meetings during each administration. (Start date for next rotation: 2019 Missouri)

Purpose
The purpose of the convention is to create interest and promote enthusiasm among the States and membership. It is held under the supervision of the Region Director who shall meet with the Host State President and CR Convention Chairman to make plans for the complete program. The Convention Chairman shall receive electronically the Region Convention templates and pertinent information from the Region Director and/or previous Convention Chairman to use as a guide in planning the meeting and in establishing charges. The convention may include but is not limited to: two breakfasts, one luncheon, two banquets, business meeting(s), interesting programs, workshops and/or tours.

The meeting shall be held in the fall of the year, following the NGC Board of Directors Meeting, preferably in October.

The President of the Host State shall appoint a Chairman and Vice Chairman for the convention, having the approval by the Board of the Host State in session. The Host State President shall notify the Region Director of the appointment. The Director, at the time of the scheduled convention, and the convention chairman shall have full responsibility for the meeting. Final decisions will be made by the CR Director.

Two years prior to a scheduled convention, the CR Convention Chairman and the CR Director shall schedule a preliminary planning meeting. The CR Convention Committee shall include: CR Region Director, CR Alternate Director, Convention Chairman and Vice Chairman, and any other appointed members. Communications may be by electronic devices (preferred method) or postal mail.

Rules of Convention
1. The CR Convention is open to all interested Federated Garden Club members. The General Assembly shall be made up of all members registered for the Convention.
2. Voting delegates at the CR Convention shall be members of the Board of Directors, CR Life Members and delegates from each of the seven states.
3. The State President may fill the authorized quota of delegates and alternates at the time of the CR Convention by presenting the credentials of registered members of that state to the Credentials Chairman.
4. A majority of the registered voting delegates with representation from at least five of the seven states shall constitute a quorum.
5. All members of the assembly may speak and participate in discussion. Only those persons who are duly accredited delegates may vote, with the exception of the Parliamentarian.
6. Comments must be limited to no more than two minutes. Attendees may speak a second time on an issue only after all others wishing to do so have had an opportunity to speak.

Fees
The total cost per person should include registration fees, meals, gratuities and program. Room reservations are to be made by attendees directly with the hotel.

1. The NGC President and the Region Director shall receive hospitality after arriving at the convention. This includes hotel, meals, package plan and entertainment.
2. The CR Director is provided accommodations with adequate space for an Executive Committee meeting, if possible, or a space for a meeting.
3. It is not necessary to provide a suite for the NGC President, however comfortable accommodations should be provided.

NO REFUNDS will be made after the deadline date which shall be stated on the registration form.

A complete financial report shall be compiled and sent to the Region Director and Region Treasurer by the CR Convention Chairman. The Host State shall be responsible for any deficit incurred from the Region Convention. The Host State is allowed one Ways and Means table and shall retain all profit from it along with forty percent of convention surplus funds, with sixty percent being sent to the Region Treasurer. The Executive Committee shall determine the use of convention surplus funds.

Region Director Convention Responsibilities
The Region Director shall:
1. Conduct an Annual Meeting at the CR Convention.
2. Schedule a preliminary meeting date with the CR Convention Chairman.
3. Approve the budget and submit it for approval of the CR Executive Committee preceding the NGC Convention.
4. Approve contracts; must be signed by the Director.
5. Approve the theme and all programs submitted by the CR Convention Chairman.
6. Outline the agenda for the convention.
7. Invite the NGC National President to be a guest at the convention upon the Director’s election.
8. Preside, along with the Alternate Director, at all functions.
9. Register for the convention before the deadline date. All fees are to be waived.
10. Take care of other duties as mentioned in the Bylaws and Standing Rules.
Convention Chairman Responsibilities:
The Convention Chairman shall:
1. Choose a convenient location with available, interesting and convenient tour possibilities.
2. Choose a hotel with sufficient room accommodations.
3. Consider public areas, dining room, ballroom, meeting room, storage, flower designing
   room, registration, vendors and display areas, guest rooms.
4. Plan programs, workshops and tours for approval by Region Director.
5. Prepare a budget—include registration fees, hotel expenses, meals, printing, postage,
   programs, workshops, hospitality, tours, AV equipment, table decorations, badges, rental
   properties, vendors, committee expenses, bank charges, and any other financial obligations.
6. Negotiate contracts for Director's approval.
7. Make hotel room reservations for the Region Director and NGC President.
8. Submit three (3) copies of the convention report to the Director no later than January 15
   of following year. (Copies for Director files, Host State files, Chairman of next convention.)

CALL to Region Convention
The CALL shall be sent to all Editors of STATE PUBLICATIONS in CR, Editor of the CR Newsletter
and CR Webmaster with all pertinent information, including programs, speakers, workshops,
charges, hotel information, etc. at least FIVE MONTHS before the scheduled meeting. STATE
Editors are encouraged TO PUBLISH all this material as it will be the ONLY information that
members receive. The CR Convention Chairman and the Region Director shall stress the above
information be sent to all seven State Presidents.

Information shall be sent electronically to the NGC President and the NGC Officers. Attendance
at the Annual Region Convention shall be limited only by the availability of the hotel facilities,
with State Presidents encouraging all members to attend.

Guests of Convention
A written invitation to the Region Convention shall be sent to the NGC President by the Region
Director. Registration fees, hotel bills, and meals for the honored guest(s) shall be included in
the Convention budget. (NGC provides transportation.)

The CR Director's Package Plan and hotel expenses are paid from the CR Convention budget.

Except as otherwise provided herein, all members shall pay the registration fee for the CR
Convention and bear all of their own expenses for room and meals.

The NGC President and CR Region Director shall be met at the airport when traveling by plane.
If the NGC President is unable to attend and an NGC Officer is invited to represent NGC, the
same courtesies should be extended.

The CR Region Director and the NGC President or Officer invited to represent the NGC shall
each have a page to assist them as needed.
Records
Upon completion of the CR Convention, the Convention Chairman is responsible for compiling a complete Final Report of the Convention, including a copy of the program, publicity, financial report, and suggestions for future meetings. Within six weeks of the convention, two copies of this Final Report shall be sent to the CR Director: one for the CR Director’s files and one to be added to the Convention Record Book. The CR Director shall forward the Convention Record Book to the Convention Chairman two years in advance of hosting the CR Convention. The Convention Record Book shall be returned to the CR Director after the Convention Committee has used it for planning guide (within six to nine months).

Invitation
The President of the Host State for the NEXT Annual Region Convention or the chairman shall extend an invitation to the assembled group and have some type of printed material for distribution.

AMENDMENTS TO STANDING RULES

The Standing Rules may be amended at any regular or special meeting of the CR Executive Committee by a two-thirds vote or the majority vote with previous notice.

Adopted October 8, 2019