

The Garden Club of Alabama, Inc.

Bylaws

amended April 2009

amended April 2011

amended April 2013

amended March 2015

amended April 2017

ARTICLE I-NAME

The name of this organization shall be The Garden Club of Alabama, Inc., hereinafter referred to as GCA.

ARTICLE II-OBJECT

The object of this organization shall be to:

- Coordinate the interests of the separate clubs in Alabama and to promote the organization of new clubs.
- Aid in the organization of new clubs.
- Aid in the protection and conservation of natural and human resources.
- Encourage civic beauty, stimulate roadside development and discourage unsightly objects and litter along the highways.
- Encourage the maintenance of a State Park system.
- Further horticulture education and landscape design.
- Study in all of its aspects the fine art of gardening.

ARTICLE III-INCORPORATION

Section 1. Said corporation is organized exclusively for charitable, philanthropic, scientific and educational purposes, including for such purposes the making of distributions to organizations that qualify as exempt organizations under Section 501©(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section 2. No part of the net earnings of the corporation shall inure to the benefit of or be distributable to its members, trustees, officers or otherwise private persons, except that the corporation shall be authorized and empowered to pay any reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in Section 3 hereof. No substantial part of the activities of the corporation shall be to carry on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or campaign on behalf of any candidate for public office. Notwithstanding any other provision of the articles, the corporation shall not carry on any other activities not permitted to be carried on:

- a. by a corporation exempt from Federal Income Tax under Section 501©(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) or
- b. by a corporation, contributions to which are deductible under Section 170©(2) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

Section 3. Upon dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such manner to the National Garden Clubs, Inc., hereinafter referred to as NGC: organized and operated exclusively for charitable, philanthropic, scientific and educational purposes, and which qualifies as an exempt organization under Section 501©(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law). Any of such assets not so disposed of shall be disposed of by the Circuit Court of Jefferson, County, Alabama, Equity Division, or the Court of Common Pleas of the county in which the principal of the corporation is located, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE IV-MEMBERSHIP

The membership of GCA shall consist of two (2) classes: voting membership and non-voting membership.

Section 1. Voting Membership shall consist of active members affiliated with GCA.

A. Eligibility:

1. Membership in GCA shall require that a club be completely organized and doing garden club work consistent with GCA and NGC objectives.
2. Clubs desiring membership in GCA shall submit the following to the Membership Chairman for acceptance:
 - a. An application form signed by the club president, the president of GCA-federated organizing club, District Director and GCA Membership Chairman.
 - b. A list of officers and members with proper mailing addresses.
 - c. A remittance for dues.
3. The Membership Chairman shall distribute copies of the completed application to the GCA President, GCA Treasurer, and Hortensia Circulation Chairman. The dues shall be forwarded to the GCA Treasurer.
4. An active member of a federated club is one who participates in club activities, holds office or serves on committees, and whose current dues are paid.

B. Life Members:

Any GCA member is eligible to Life Membership upon payment of the require contribution. To receive all benefits of membership, including receipt of Hortensia, the Life Member must pay the annual dues of GCA.

Section 2. Non-Voting Membership

Non-voting membership shall consist of two (2) classes: Honorary GCA Life Members who are not members of a GCA affiliated garden club, and all categories of Youth Gardeners. Non- voting members may attend all GCA Conventions, but shall be ineligible to debate, make motions, vote, or hold office.

- A. Honorary GCA Life Members: An Honorary Life Membership may be accorded to an individual who is not a member of a GCA affiliated garden club. Anyone who has rendered distinctive or long and faithful service may become an Honorary Life Member upon majority vote of the Board of Directors.
- B. Youth Gardeners: Junior, Intermediate, and High School Garden groups become affiliate members upon yearly registration with the appropriate GCA chairman.

ARTICLE V-DUES, CONTRIBUTIONS, FINANCE

Section 1. Dues.

The annual dues of GCA shall be \$6.00 per capita, due May 1, delinquent July 15th. (Annual subscription to Hortensia of \$2.00 is included in membership dues). Thirty days' notice shall be given to any club whose dues are in arrears, and if dues are not paid by the end of the fiscal year, those clubs shall be dropped from membership in GCA. After a period of one year such may apply as a new club.

- A. In order for delegates to qualify for the annual convention, dues must be sent to the Treasurer by February 1.
- B. Delegates from new clubs may qualify if dues are paid 15 days prior to the annual convention.
- C. Newly organized garden clubs requesting membership in GCA after February 1 shall be admitted into full membership with all privileges of the annual convention upon payment of dues, said dues to be credited to the ensuing year.
- D. GCA shall pay annual dues to NGC of \$10.00 to cover all Junior, Intermediate, and High School Gardeners within the state.

Section 2. Contributions.

The one-time contribution of a Life Membership fee shall be \$50.00. All contributions shall be deposited to the Scholarship Fund.

Section 3. Finance.

- A. The fiscal year shall be from May 1 to April 30
- B. All checks shall be countersigned by the President
- C. Transfer of GCA funds to any project, institution, etc., shall be made after approval by the GCA Board of Directors.

ARTICLE VI-OFFICERS, ELIGIBILITY, NOMINATION, ELECTION**Section 1. Officers.**

- A. Officers of GCA shall be: President; First Vice President; Second Vice President; Recording Secretary; Treasurer; Chairman of Finance; and District Directors. Appointed officers shall be: Corresponding Secretary; Historian; and, Parliamentarian. The First Vice President shall become President-Elect as of the end of convention in the even-numbered years.
- B. In the event of the vacancy of First Vice President, the Second Vice President shall move up and assume the duties and responsibilities of the First Vice President. Other vacancies in office shall be filled by the President with the approval of the Executive Committee.

Section 2. Eligibility.

- A. To be eligible to the office of President or either Vice President, a member must have served a minimum of four years on the Board of Directors of GCA and must have attended two out of the last three annual conventions of GCA.
- B. To be eligible to the office of Recording Secretary, Treasurer, Chairman of Finance, Parliamentarian, and Historian, a member must have served on the Board of Directors a minimum of two years and attended two out of the last three annual conventions of GCA.
- C. No member shall be eligible to hold more than one office or serve in the same office for more than one two-year consecutive term; except, the Treasurer and Parliamentarian.

Section 3. Nomination.

- A. The nominating committee consisting of two members and two alternates from each District shall be elected at the annual District Meeting in even years, preceding the election year convention. To be eligible to serve on this committee a member must have attended any combination of two out of the last five GCA conventions and/or Fall District Meetings of the District in which they reside. The alternate attends only when an elected member resigns. No member shall serve on the nominating committee for two consecutive terms. The First Vice President shall not be eligible to serve.
- B. A Chairman of the nominating committee from the state-at-large shall be appointed by the President and announced at the first Board Meeting following the annual convention in even years. To be eligible to serve as Chairman of the Nominating Committee, a member must have served a minimum of two years as an elected officer of GCA, a minimum of four years on the Board of Directors and attended two of the last three annual conventions of GCA.
- C. The Nominating Committee shall meet at the call of the chairman one or more times during the year preceding election, one meeting not to be later than December 15th. The location and date shall be given to the eight District Directors before the Fall District Meetings before the delegates are elected. Notice of the Nominating Committee meeting shall be sent to the delegates, in writing, thirty (30) days in advance.
- D. The report of the nominating committee shall appear in the Hortensia issue immediately preceding the annual convention.

Section 4. Election

- A. These officers (except District Directors, who are elected by the Districts) shall be elected by ballot and a majority of votes cast shall constitute the election. In the event there is only one candidate for each office, the vote may be by voice.
- B. The election of officers shall be held every two years at the annual convention meeting in the odd calendar years. Officers shall assume office at the close of the annual GCA convention, except the treasurer, who shall assume office at the end of the fiscal year.

ARTICLE VII-MEETINGS

Section 1. The regular convention of GCA shall be held annually.

Section 2. The Executive Committee shall meet at the call of the President or upon written request of five members sent to each member of the committee.

Section 3. The regular meetings of the Board of Directors shall be held three times each year. Special meetings of the Board of Directors shall be held at the call of the President or upon request of seven members, provided written request signed by seven members is sent to each member of the Board of Directors.

Section 4. The District Meetings shall be held annually or semi-annually.

Section 5. The Advisory Council shall meet at the call of the President, the Chairman of the Council, or three members of the Council.

ARTICLE VIII-CONVENTIONS, REPRESENTATION

Section 1. Conventions.

- A. The time and place for the annual convention shall be decided by vote of the annual convention upon receipt of the invitation through the Time and Place Committee.
- B. The First and Second Vice Presidents, and such others as the President may appoint, shall comprise the Convention Planning Committee. The Parliamentarian may attend the planning sessions when requested by the President.

Section 2. Representation.

- A. The voting members of the Annual Convention of GCA shall be the Board of Directors and delegates from clubs.
- B. Each club shall be entitled to one delegate for twenty-five or less members and one additional delegate for each fifteen members thereafter, not to exceed six delegates.
 - 1. A delegate may represent only one club. No proxy may be given.
 - 2. The names of duly elected delegates and alternates shall be sent to the registration chairman of the annual convention meeting ten days before the date of the meeting. Any change in representation after this time must be signed by the club president or her representative and presented to the credentials committee.
- C. Members of clubs may attend the annual convention meeting with the privileges of the meeting except to vote, debate or make motions.

ARTICLE IX-DUTIES OF OFFICERS

In all cases where the term 'she' or 'her' is used, it may be inferred that the corresponding 'he' or 'his' may also be used.

Section 1. The President shall preside at all meetings of GCA, the Executive Committee, and Board of Directors. She shall appoint the Corresponding Secretary, Historian, and Parliamentarian, the Chairman of standing committees and special committees; fill vacancies in office except when otherwise provided for in these Bylaws; call extra meetings and regular meetings

of the Board of Directors and Executive Committee; serve as ex-officio member of all committees except the nominating committee; countersign all checks; perform any duties pertaining to her office and lead the organization toward the objectives stated in the Bylaws. She must file the 990 form with the Internal Revenue Service annually, and at the proper time.

Section 2. The First Vice President shall assist the President in every way possible. In the absence of the President she shall perform all duties of the President, and upon the President's resignation or removal from office shall become the President and serve until the next regular election. She shall be a member of the Annual Convention and the Mary Hall Ware Distinguished Service Award Committee.

Section 3. The Second Vice President shall assist the President and shall serve as liaison between District Directors and the GCA organization. In the absence of the President and First Vice President she shall perform the duties of the President, and upon resignation or removal from office of the President and First Vice President shall become President and serve until the next regular election. She shall be a member of the Annual Convention Committee and the Finance Committee.

Section 4. The Recording Secretary shall keep in permanent form minutes of the Annual Convention, and Board of Directors and Executive Committee meetings. After minutes are approved by the committee appointed by the President, the Secretary shall:

- A. Within 30 days send a copy of all minutes to the President and a copy of minutes of the Board of Directors and Executive Committee meetings to the Executive Committee, Advisory Council and Chairman of Policy and Procedures.
- B. At the meeting of the Board of Directors, provide copies of the minutes of meeting to members of the Board.
- C. Preserve all records and pass on to successor.

Section 5. The Corresponding Secretary shall conduct the correspondence of GCA, and preserve data. Since she must work closely with the President, she shall be a resident of the same city or near enough to work conveniently.

Section 6. The Treasurer shall receive and disburse all funds for GCA, notify clubs in arrears, and endeavor to keep club dues current. The Treasurer shall be bonded for \$50,000.00 in a company approved by the Executive Committee. The Treasurer shall report at the Board of Directors meetings, prepare an annual report before the Annual Convention meeting, and serve as a member of the Finance and Hortensia committees.

Section 7.

- A. The Chairman of Finance shall see that an audit of the Treasurer's books at the end of the year is made by the Chairman of Finance and two GCA members appointed by the President. The final report shall be kept in the Treasurer's file, Chairman of Finance's file and shall be printed in the Winter issue of Hortensia.
- B. The Chairman of Finance shall serve as Chairman of the Budget Committee which will prepare and present the annual budget to the Board of Directors. The Budget Committee shall consist of the Chairman of Finance, President, First and Second Vice Presidents, Treasurer, immediate past Treasurer, and immediate past President.

Section 8. The Historian shall compile the history of GCA annually. A copy shall be filed with the GCA President, GCA Recording Secretary, NGC Historian and Deep South Region Historian.

Section 9. The Parliamentarian shall, upon request, give opinions on Parliamentary procedure and interpretation of the Bylaws of GCA and of member clubs and may attend Convention Committee planning session when requested by the President.

Section 10. All officers shall file three (3) typed copies of their reports with the Recording Secretary at all Board meetings. She shall distribute one copy of each report to the President and Hortensia editor.

ARTICLE X-EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the Officers, including District Directors.

Section 2. The Executive Committee shall be empowered to act for GCA in an emergency.

Section 3. This committee shall approve appointments to fill vacancies occurring in office.

Section 4. The Executive Committee may transact business of an urgent nature by electronic device or postal mail with the prior approval of the President.

ARTICLE XI-BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of Officers including District Directors, Committee Chairmen, such sub-chairmen as the President deems necessary, Advisors of Committees and Advisory Council. Members of the Board of Directors shall keep records pertinent to individual office or committee and transfer all information to successors at the close of the convention in the election year. The President and Recording Secretary shall serve as Chairman and Secretary of the Board of Directors.

Section 2. The Board of Directors shall have general supervision over the affairs of GCA, but shall refer all proposed measures, projects, policies, etc. to the Annual Convention.

Section 3. The Board of Directors shall transact business of GCA between Annual Conventions.

Section 4. Anyone who has rendered distinctive and long service may become an Honorary Life Board Member upon majority vote of the Board of Directors. They may attend the Board meetings, but shall be ineligible to debate, make motions, vote, or hold office.

ARTICLE XII-ADVISORY COUNCIL

Section 1. The Advisory Council shall consist of the Past Presidents of GCA. The Council shall consider questions affecting GCA and make recommendations to the Executive Committee.

Section 2. The immediate Past President shall serve as Chairman of the Council. If the Chairman is absent, a Chairman pro-tem shall be elected from those present at the meeting.

Section 3. Three members shall constitute a quorum for Council meetings.

Section 4. The Advisory Council shall meet prior to the Executive Committee meeting at Convention.

ARTICLE XIII-COMMITTEES AND DUTIES

Section 1. The incoming President shall appoint the Chairman of all committees as deemed necessary for the operation of GCA. All appointments shall be for a two-year term unless otherwise noted.

Section 2. As an *ex officio* member, the President of GCA shall be notified of all committee meetings by Committee Chairmen and sent a copy of the committee minutes within two weeks after each meeting.

Section 3. Each project shall be administered by a committee composed of a Chairman to be appointed by the President; members of the committee shall be appointed by the Chairman in conference with the President; each District to be represented by one member. Members at large and advisors as deemed necessary to be appointed in the same manner.

Section 4. Objectives of committees shall be as indicated by title, and in some cases by information from corresponding committees of Deep South and NGC. Objectives shall be presented to the Board of Directors for approval.

Section 5. Reports shall be made at meetings of the Board of Directors and at the Annual Convention. Chairmen of committees of corresponding Deep South committees shall report to that Chairman by January 15 of each year.

Section 6. There may be the following committees and others, as the President may deem necessary for the operation of GCA: Arboreta & Botanical Gardens, Award of Honor, Awards, Birds, Butterfly, Blue Star Memorial Highways, Christmas Lights & Holiday Houses, Church Gardens & Cemeteries, Civic Development, Club of Distinction, Club Program Papers, Conservation, Convention Registrar, Dowling Gardens, Energy Awareness, Environmental Education, Flower Shows, Flower Show Judges, Flower Show Schools, Garden Centers, Garden of Memory, Garden Therapy, Helen Keller Fragrance Garden, High School Gardeners, Historical Preservation & Restoration, Historic Trails, Hortensia Editor, Hortensia Circulation, Hortensia Advertising, Horticulture, Horticulture Advisor, Intermediate Gardeners, Junior Gardeners, Landscape Design Consultants, Landscape Design Advisor, Legislation, Life Membership, Litter, Membership, National Gardener, NGC Headquarters, NGC Publications, Personnel, Plant Societies, Policy & Procedure, Protocol, Public Relations-Publicity, Radio & TV, Reclamation & Recycling, Roadside & School Ground Improvement, Scholarships, Scholarship Advisor, Special Projects, Trees, Ways & Means, Wildflowers, World Gardening, and Yearbook.

ARTICLE-XIV-SPECIAL PROJECTS-GARDENS

Section 1. All special projects (Gardens, etc.) of GCA shall be presented to the Executive Committee and if approved, to the Board of Directors for approval before being presented to the convention for ratification.

Section 2. All receipts and disbursements shall be administered by the GCA Treasurer.

Section 3. Each project shall be administered by a committee composed of a Chairman to be appointed by the President; members of the committee shall be appointed by the Chairman in conference with the President.

Section 4. All contracts and/or commitments shall be approved by the Executive Committee and ratified by the Board of Directors of GCA.

Section 5. A copy of committee minutes shall be filed with the President and Secretary within two weeks after each meeting.

Section 6. The founder or originator of special projects shall serve as Honorary Life Chairman and Advisor of said project.

ARTICLE XV-QUORUM

Section 1. A majority of the registered delegates present, and voting shall constitute a quorum for the Annual Convention.

Section 2. Thirty (30) members shall constitute a quorum for the Board of Directors meeting.

Section 3. A majority shall constitute a quorum for the Executive Committee meetings.

Section 4. Three members shall constitute a quorum for the Advisory Council.

ARTICLE XVI-DISTRICTS

Section 1. To promote cooperation and mutual helpfulness in garden clubs, for the furtherance of garden club interests, for the promotion of organization, for closer relationship between members, and State, federated clubs shall be divided as follows: District I, District II, District III, District IV, District V, District VI, District VII, District VIII.

Comprising GCA Federated clubs in counties as follows:

District I—Colbert, Cullman, Franklin, Lauderdale, Lawrence, Limestone, Madison, Marion, Morgan, and Winston.

District II—Blount, Calhoun, Cherokee, Cleburne, DeKalb, Etowah, Jackson, Marshall, and St. Clair.

District III—Jefferson.

District IV—Bibb, Fayette, Green, Hale, Lamar, Marengo, Perry, Pickens, Sumter, Tuscaloosa, and Walker.

District V—Chambers, Clay, Coosa, Elmore, Lee, Randolph, Shelby, Talladega, and Tallapoosa.

District VI—Autauga, Butler, Chilton, Crenshaw, Dallas, Lowndes, Montgomery, and Wilcox.

District VII—Barbour, Bullock, Coffee, Dale, Geneva, Henry, Houston, Macon, Pike, and Russell.

District VIII—Baldwin, Choctaw, Clarke, Conecuh, Covington, Escambia, Mobile, Monroe, and Washington.

Section 2. The officers of the District shall be Director, Vice Chairmen as needed, Recording Secretary, Corresponding Secretary, Treasurer, and such other officers as may be elected by the District at its annual meeting. These officers shall serve two years, election to take place at the annual District meeting preceding the election of GCA officers at the Annual meeting.

District officers to take office immediately following convention of the odd calendar year.

Section 3. The Director of the District shall preside at all District meetings; promote the organization and federation of new clubs; appoint such committees as needed, include those corresponding to GCA committees; promote the work and goals of GCA; fill vacancies in office, other than that of Director; and, make a report at the Annual Convention, filing three (3) copies with the GCA Secretary and keeping one copy for the District file.

Section 4. The Vice Chairman of the District shall perform such duties as designated by the Director and in the absence of the Director shall perform such duties of the Director and upon resignation or removal from office of the Director shall become the Director and serve until the end of the unexpired term.

Section 5. The other officers shall perform the duties that pertain to the respective offices comparable to those of the GCA officers.

Section 6. The District may adopt bylaws, but they shall in no way conflict with the bylaws of GCA.

Section 7. Members of clubs which are not GCA-federated may be invited as guests to District meetings, but may not debate, make motions, vote, hold office, or serve on standing committees.

Section 8. The finances of the Districts shall be agreed upon at the District meetings, after suggestions by the Treasurer and District Director.

Section 9. In the event of the removal or resignation of both the District Director and Vice Chairman the offices shall be filled by appointment by the GCA President with the approval of the GCA Executive Committee. Other vacancies in the District shall be filled by the District Director.

Section 10. Time and place for District meetings shall be decided by the District Director, Vice Chairman, Second Vice President of GCA, and hostess club(s) in conference with the GCA President.

ARTICLE XVII – HORTENSIA

Section 1. The official Bulletin of GCA shall be *Hortensia*. All contracts pertaining to the business of this bulletin shall be co-signed by the President of GCA.

ARTICLE XVIII – ELECTRONIC MEETINGS

Section 1. All GCA Committee are authorized to meet by telephone conference or through other electronic communications media so long as all the members my simultaneously hear each other and participate during the meeting.

ARTICLE XIX – PARLIAMENTARY AUTHORITY

Section 1. The latest edition of *Robert's Rules of Order* shall be the parliamentary authority for GCA.

ARTICLE XX – AMENDMENTS

Section 1. These bylaws may be amended at any Annual Convention by a two-thirds vote of those delegates present and voting, providing notice of the proposed Amendments have been sent in writing to the Board of Directors prior to the Annual Convention. A printing in the issue of *Hortensia* preceding the Annual Convention may serve as individual club notice.

STANDING RULES

1. The BY-LAWS and STANDING RULES of GCA shall in no way conflict with the BY-LAWS and STANDING RULES of NGC or with the BYLAWS and POLICIES of the Deep South Garden Club, Inc.
2. GCA shall be non-partisan in political action, taking no part in political campaigns or on behalf of any political party, or on behalf of any political candidate for office.
3. GCA shall at no time give permission for the membership listing of GCA to be used by any political party, candidate, organization or individual.
4. The stationery with the GCA seal or name shall not be used to endorse any commercial establishment, product, other than those related to GCA, or any political candidate or party.
5. The GCA President shall receive all hospitality and registration fee for GCA Convention after arrival at hotel.
6. GCA may send memorial for GCA officers, including District Directors, when there is a death in the immediate family. Other cases may be left to the discretion of the President.
7. Editor of *Hortensia* shall be empowered to edit all reports before they are printed but may not change the meaning of any report. Editor shall print GCA's Collect in the Yearbook issues of *Hortensia*.
8. Bylaws and standing rules are to be included in the odd numbered years' yearbook issues of *Hortensia*. If a manual, handbook, or such is published, both shall be included therein.
9. Names dropped by resignation, death, moving, etc. from membership in clubs shall be sent by the club to the *Hortensia* Circulation Chairman so that the Hortensia mailing may be corrected immediately.
10. It is recommended that each GCA Officer and Chairman keep a notebook containing information relative to the duties of that office/chairmanship. This notebook is to be passed on to their successor.
11. The slogan, "In a State Where Gardens Grow, God Walks", shall be printed on the letterhead of the official stationery of GCA.
12. The Mary Hall Ware Life Membership for Distinguished Service shall be awarded annually by a committee composed of the President, First Vice President, and the Life Membership Chairman. These Life Memberships are presented to members for outstanding and faithful service in GCA and related fields. In the event there are no nominations from clubs or Districts, the committee shall select qualified members as recipients. All applications

must be in the hands of the President by March 1. Three may be awarded each year. Members holding GCA Life Memberships are eligible for Mary Hall Ware Life Memberships for Distinguished Service.

13. The President of GCA shall see that the official GCA President's Pin is to have 20 CZs, cubic zirconium, mounted on the pin for the incoming President and that the years she is elected to serve are engraved on the pin.
14. The names of all Life Members of GCA shall be inscribed in the Life Membership Book. The Life Membership Chairman shall maintain two sets of books. One shall be in the possession of the Chairman, the second shall be in the possession of the GCA President. It shall be the duty of the Life Membership Chairman to see that the lists in these books are kept current. When the books are filled, the President's Book shall be placed in the GCA Archives at Auburn University and the Chairman's Book shall remain in her files. The Life Membership Chairman shall purchase these two books as needed.
15. All amendments and policies shall be written into, and be a part of, the minutes of the meeting at which they were passed.
16. A committee to process applications for NGC and DSR awards shall meet the first week of January. The Awards Committee consists of the GCA Awards Chairman, Awards Co-Chairman, Flower Show Chairman, GCA President, a former President who shall be appointed by the President, and one representative from each District, to be selected by the District Director.
17. Members seeking information are to contact GCA Chairmen rather than NGC Chairmen.
18. At the NGC Convention, the GCA President serving with the current NGC President will represent GCA, giving the President's Report and accepting the awards at the Awards Banquet. Each GCA President is entitled to represent GCA at two consecutive NGC Conventions.

FINANCIAL POLICIES

19. Contributions to various projects of GCA, such as gardens, scholarship, etc., shall be sent to the Treasurer, who will record it and notify the Chairman. All checks should be made payable to GCA, with project designated on checks.
20. All checks issued by GCA must be cashed within 90 days or they will no longer be valid. In the event a check has not been cashed within 60 days of issuance, the Treasurer shall notify the person or company to whom the check was issued to that effect.
21. All club monies received for NGC Headquarters must be sent to NGC in the name of the current President unless approved by the Board of Directors or otherwise specified by the Board.
22. No funds shall be solicited from the public for any project of GCA without approval of the Board of Directors. This does not include local projects.
23. GCA is to advance the Convention Treasurer \$600.00. This is to be repaid at the end of the convention. GCA Convention Chairman must submit a proposed budget to the GCA President and Chairman of Finance to be approved before any GCA Funds are contracted.
24. Those Committee Chairmen who do not have line items or Designated Funds in the GCA Budget may request operating funds-not to exceed \$25 per year- from the GCA President. Written approval from the President and timely receipts (see #26 below) must be submitted to the GCA Treasurer for reimbursement. Larger NECESSARY expenditures must be approved in advance by the GCA Executive Committee. The Executive Committee may make such approvals by electronic device communications.
 - a. Chairman in charge of GCA Board Meetings must submit the receipts/bills for the meeting to the Treasurer at the end of the meeting. The Treasurer must have receipts and/or bills in hand before checks will be issued.

25. Those Committee Chairman who have line items or Designated Funds in the GCA Budget must submit detailed plans for their project to be approved by the GCA President and the Chairman of Finance BEFORE they start making purchases or contracting services. Any overages must be explained to and approved by the President and Chairman of Finance. The Treasurer does not have the authority to pay any excess without the approval of said officers.
26. Chairman of Committees other than Ways & Means (including those with line items or Designated Funds as mentioned in #24 above): Every receipt must be submitted to the GCA Treasurer to receive reimbursement, not later than six (6) weeks after project completion. Receipts MUST be received by the Treasurer in a timely manner in order to be reimbursed.
27. WAYS and MEANS: Ways and Means Chairmen MUST have a receipt book and use said item to record all sales. If voiding an item, the receipt must not be discarded, but turned in to the Treasurer with all monies (cash and checks) at the end of each day or meeting. If the Treasurer is not traveling with officers to the District meetings, arrangements must be made with the Treasurer for their deposit. This allows the Treasurer to keep her books current and in compliance with IRS regulations.