

The Garden Club of South Carolina, Inc.
Policy & Procedure

A. Board of Directors

1. Members of the Policy Committee include the President, three Vice-Presidents, and two Immediate Past Presidents. The First Vice President is Chairman of the Committee.
2. The Board of Directors receives and approves any recommended procedures for adopting or revising policy.
3. The Board of Directors must approve any use of the name of The Garden Club of South Carolina, Inc. (GCSC) to endorse any product, commercial, tour, lecture, event or organization.
4. The State President must authorize any use of the official seal and flag of GCSC.
5. GCSC does not endorse political candidates.
6. The State President must authorize any solicitation of funds from members.
7. The State President must authorize a member of the Board of Directors to use any official list of Club Presidents and Members. The member is responsible for the confidentiality of the list. The list cannot be used for the purpose of advertising or solicitation. Each District Director shall have jurisdiction over the District Master List of Clubs, and shall exercise precaution in the use of this list when needed for District work.
8. Each Board of Director Member is required to attend all meetings of the Board, unless excused by the State President. The State President may

replace an inactive member.

9. In the event a District Director is unable to attend a Board of Directors Meeting, the Co-Director will attend in her place. It is the responsibility of the Director to inform the Co-Director and State President of her absence.
10. All Members of the Board of Directors should submit planned goals for the two-year term to the State President prior to June 15 of the first year of the term. (Approved 4/22/97)
11. Each Board Member should prepare four (4) copies of a typed, double-spaced report for every Board of Directors Meeting, and distribute one copy each to the State President, the Recording Secretary, the Historian and the Board Member's Chairmanship permanent file.
12. The Tax ID# of The Garden Club of SC., Inc. may not be used by member clubs, corporations, or organizations except by permission of the State President. The State President shall notify the State Treasurer of approval and the State Treasurer shall send the proper form directly to the entity requesting the Tax ID#. (Approved 1/14/98)
13. The Board of Directors shall approve any change of accounting firm for GCSC.
14. The State President shall receive, at least two (2) weeks prior to a Board of Directors Meeting or Annual Meeting, written copy of any item to appear on the State President's Agenda.
15. Sponsor(s) of motions to be presented at any meeting shall distribute one (1) copy each to the State President, the Recording Secretary and the

Chairman of the Committee involved in the motion.

16. Prior to presentation at a meeting, the State President must receive copies of Resolutions.
17. The Computer Data Chairman shall send an updated backup of all records of The Garden Club of South Carolina, Inc. to the State President and on other chairman, named by the President, on a quarterly basis (March 31, June 30, Sept. 30, and Dec. 31). (Approved 4/22/97)
18. The State President must approve a copy of each of the seven (7) District meeting "Call Letters", which provide notice to member clubs.
19. The State President and Finance Committee must approve new projects and their financing, prior to presentation to the Board of Directors.
20. Members of the Board of Directors must submit, prior to March 31 of each year, itemized accounts with receipts for expenses incurred, which are relevant to the work of the office or committee. GCSC President must approve documented receipts, prior to reimbursement by Treasurer.
21. Maximum expense allotments available per budget include:

| | |
|--------------------|----------|
| District Directors | \$125.00 |
| Committee Chairman | \$ 35.00 |
22. The April Board of Directors Meeting of the odd-numbered year shall be a joint meeting with the outgoing and incoming members attending this meeting. All outgoing Board of Directors must supply successors with all properties of The Garden Club of South Carolina, Inc., including records, files and other pertinent material.

23. Any GCSC Member, including any current Board Member, who wishes to be considered for a position on the Board of Directors, must submit to the First Vice-President an updated Personnel Form. This form must be submitted prior to the meeting between the First Vice-President and the Nominating Committee, held in the summer of the even-numbered year.

24. Nominating Committee

A. The Nominating Committee shall meet on or before October 15 in the even-numbered year of an administration.

B. Nominating Committee Eligibility

1. Prior District level service

2. Attendance at three (3) of four (4) previous district meetings during previous two (2) years and attendance at one (1) State Convention during previous two (2) years.

C. The Chairman of the Nominating Committee shall not vote.

D. Recommendations for the Nominating Committee

1. Each District representative must attend the meeting with a list of prospective nominees who have completed personnel forms.

2. Forms shall include educational background; GCSC areas of interest and service; record of leadership experience in both business and volunteer service organizations other than GCSC; vision, goals and innovative suggestions for GCSC; agreement for monetary support

of GCSC Awards Program, attendance at GCSC Board Meetings and State Meetings and submission of reports.

3. Updated personnel forms of current Board members shall be available to each member of the Nominating Committee. (Approved 4/2/97)
 4. The Nominating Committee should give serious consideration to select persons to serve as Vice Presidents who would be considered eligible for advancement to the office of President.
25. In the event of the death or illness of a Board Member or a member of his/her family, notice should be given to the President and the Chaplain. Information shall then be distributed to Board Members, via email notification.
26. The Advisory Council shall meet at least annually and upon request of the State President to advise and guide The Garden Club of South Carolina, Inc. This Council should consider long-term guidance for the organization. (Approved 4/22/97)
27. The Executive Board shall meet at least annually and upon request of the State President to advise and guide The Garden Club of South Carolina, Inc. Members of the Board can submit, in writing, to The Garden Club of South Carolina, Inc. President, any concerns the Executive Committee should address. (Approved 4/22/05)
28. GCSC will use a standard form of stationery. The incoming President would have the privilege of adding her name, address and theme to personal stationery. A form for acknowledgement of memorials and other necessary forms is to be

included. The State President must approve all printing.

29. The Garden Club of South Carolina, Inc. recommends that names to be submitted to the National Personnel Committee to serve on the National Board should be chosen from members who have been on State Board a minimum of four years. The Personnel Chairman shall review eligible Board members every two years and present a recommended list to the National Personnel Chairman, having secured the consent of the nominees to serve, if elected. (Approved 4/22/05)

B. Districts

1. The State President must set the dates for District Meetings. The President will make travel to meetings as economical and convenient as possible.
2. The State President must approve Letters of Invitation (“Call Letters”) to District Meetings. All letters must include a “return reservation slip” at the bottom. The State President must establish the time format of all meetings.
3. District Meetings are not intended to be profit-making projects. The cost of lunch shall be as reasonable as feasible. Whenever possible, a Council, group of Clubs or a Club is encouraged to sponsor the Meeting.
4. The State President is always seated at the head table, immediately to the right of the District Director.
5. The District Meeting Registration Chairman shall provide the District Director a list of Chairmen and Officers attending the meeting. This should be done

24 hours prior to the Meeting. (Approved 1/14/98)

6. A map of the State of South Carolina showing District lines and towns shall be available in the Handbook of GCSC. (Approved 4/22/97)
7. When a club becomes Federated, the District in which the majority of its members resides in the District to which it belongs. Only for very compelling reasons is a Club allowed to change Districts. In this case, a statement presenting valid reasons should be given to the District Director. The Board of Directors of GCSC makes the final decision.
8. The State President must approve letters of invitation (Call Letters) to Fall Gatherings and District Meetings.

C. Conventions and Meetings:

1. During the second year of an Administration the State Convention Chairman (Third Vice President) shall consult with the incoming President and the incoming District Director of the host District and select the location for the Convention as early as possible, in order to facilitate planning. The Host Chairman shall be selected immediately to facilitate the appointment of Committee Chairman and assignment of duties.
2. GCSC, will, if requested, advance \$1,000.00 to the State Meeting/Convention Chairman, on September 1. After expenses are paid in full, this \$1,000.00, plus any additional profit from the Annual Convention, will be returned to the General Fund of GCSC, along with the complete financial report to the President and Treasurer, by July 1.
3. During the second year of a term, the incoming

GCSC President shall appoint a local Chairman and Co-Chairman to serve with the district Director of the Host District and the Incoming State Convention Chairman (third Vice President). See *Bylaws VI. Section 4B*.

4. It is the responsibility of the State President to select speakers and plan the official program of the Convention, with the assistance of the State Convention Chairman, District Director and Hostess Chairman. During the two-year administration, the President of National Garden Clubs, Inc. (NGC) is the official guest one year and the South Atlantic Regional (SAR) Director is the official guest the other year. They cannot be honored guests during the same year.
5. The GCSC flag shall be stored at GCSC Headquarters located at Riverbanks Zoo and Botanical Garden Visitors Center, when not in the possession of the Third Vice President. The Third Vice President shall transport said flag to all official GCSC functions. (Approved 1/23/14)
6. The State Convention Chairman shall maintain a permanent file of official Convention programs.
7. All expenditures pertaining to the State Convention should be included in the general expenses of the convention; Examples: Fees for speakers, all expenses of the State President, NGC President, and/or SAR Director. Corsages for honored guests should be sent for Awards Banquet and Awards Luncheons. All of these general expenses shall be deducted before the remaining profits are returned to GCSC.
8. The order of rotation for Districts hosting the State Convention shall be as follows: East Low Country,

2015; West Piedmont, 2017; West Low Country, 2019; Coastal, 2021; East Piedmont, 2023; West Sandhills, 2025.

9. The GCSC Advisory Council recommends the following policies concerning the financing of the annual Board of Directors Dinner:
 - a. The GCSC President and Treasurer should contact the bank which handles the accounts of GCSC and request that they sponsor this dinner, or make a contribution
 - b. If they so desire, the local annual convention committee could make an effort to secure local funding
 - c. If unsuccessful in the above efforts, members of the Board of Directors would finance their own dinners.
10. The following is the order of rotation for hosting the SAR Convention: Kentucky, 2013; Virginia, 2014; South Carolina, 2015; North Carolina, 2016.
11. The State President of the Host State works with the Regional Director in obtaining a site and appointing a Chairman.
12. The State President appoints delegates and alternates. Members who serve on Regional (SAR) and National (NGC, Inc.) Executive Boards are automatic delegates.
13. The number of paid memberships in the State organization determines the number of appointed Delegates at Large to SAR and NGC Conventions.

| <u>Number of Members</u> | <u>Number of Delegates</u> |
|--------------------------|----------------------------|
| 500 or fewer | 2 |
| 501 to 1,000 | 3 |

| | |
|----------------|----|
| 1,001 to 1,500 | 4 |
| 1,501 to 2,000 | 5 |
| 2,001 to 3,000 | 6 |
| 3,001 to 4,000 | 7 |
| 4,001 to 5,000 | 8 |
| 5,001 to 6,000 | 9 |
| 6,001 to 7,000 | 10 |

Regardless of number of members in any State organization, the maximum number of appointed Delegates at Large is ten (10).

D. Clubs and Memberships

1. Immediately following club elections, clubs shall send the name of new Club President to the Computer Data Chairman.
2. Clubs shall forward to GCSC Treasurer all contact information and dues for any/all new member(s), immediately upon admission of said member(s). GCSC Treasurer shall forward said information to Computer Data Chairman and Editor, *The South Carolina Gardener*. Clubs also shall forward all address corrections to both Computer Data Chairman and Editor, *The South Carolina Gardener*.
3. The one-time processing fee for a new Garden Club shall be \$5.00.
4. New clubs shall commence annual dues payment at date of gaining federated status. Youth Garden Club annual dues are five (5) dollars. (Approved 1/23/14)
5. The fiscal year shall be from May 1 through April 30.
6. Protocols for the process of federating a new club may be obtained from the Membership Chairman

and will follow the directives of Article II, Section 2 of the Bylaws.

7. GCSC 25-year Board of Directors members, known as the Golden Circle, will receive special recognition at the State Meeting and Convention. (Approved 1/23/14)
8. The Treasurer shall be responsible for distributing a list of Clubs which are in arrears to the particular District Director, State Membership Chairman and the State President. Clubs which are delinquent in dues receive two (2) notices of payment due. After such notice, any club remaining in arrears will be dropped from membership and computer data at the end of that fiscal year. (Approved 1/23/14)
9. Affiliate Membership shall be divided into 501(c) (3) Nonprofit Affiliate Members who pay annual dues of \$65.00 and Professional/For Profit Affiliate Members who pay annual dues of \$100.00.

E. Recognition of State President

1. The First Vice President shall be responsible for ordering, in a timely manner, a Former President's pin and presenting it to the outgoing State President from GCSC at the closing ceremonies of the State Convention, upon completion of the term of office. The pin shall have the words "The Garden Club of South Carolina, Inc." on the front and shall be engraved on the back with the President's name and date of term. The estimated cost of Former President's Pin should be included in each administration's budget and should be designated for that purpose, until needed to purchase new pins. (Approved 4/22/97)

2. The First Vice President shall be responsible for collecting voluntary contributions for a gift from the Board of Directors to the outgoing State President. The First Vice President also is responsible for presenting the gift at the social function of the Board, held during the State Convention.

F. Memorial Resolutions

1. In case of the death of a Former or Current National President, the Third Vice President shall prepare and read a Resolution at the subsequent Board of Directors Meeting, and shall send a copy to the Corresponding Secretary of the NGC.
2. In the event of the death of a current State President, Board of Director Member or Former State President, GCSC shall give a named Memorial to a related GCSC project, in the following amounts: -\$50.00 for a current President or Former President and \$25.00 for a Board of Director Member. The Third Vice President shall read a Memorial Resolution at the next Board of Directors Meeting.

G. South Carolina Life Memberships and Scholarships

1. Persons may become SC Life Members by applying to the SC State Life Membership Chairman. The contribution to GCSC for a Life Membership is \$50.00. Life members continue to pay Club and State dues. GCSC Life Members receive:
(Approved 1/25/07)
 - A. Numbered State Life Membership Card & Certificate.
 - B. Recognition in *The South Carolina Gardener*.

- C. Listing in the Permanent Book of SC Life Members. This book shall be kept at the Headquarters office and updated by the SC Life Membership Chairman, as needed.
 - D. Special recognition at the State Convention, at an event, and by special recognition on name tag.
2. The Hessie T. Morrah Scholarship shall be the name applied to the GCSC Scholarship Program in honor of Hessie T. Morrah, Former President of GCSC, 1946-1948, and President of NGC, Inc., 1955-1957.
 3. The Barbara Barnette Environmental Scholarship shall be the name applied to the GCSC Scholarship Program in honor of Barbara Barnette, Former President of GCSC, 1975-1977, and President of NGC, Inc., 1997-1999.
 4. Each South Carolina Life Membership contribution of \$50.00 will be divided equally between the GCSC Barbara Barnette Environmental Scholarship Endowment Fund and GCSC Memorial Garden Endowment Fund. (Approved 1/25/97)
 5. Donations designated for the Barbara Barnette Environmental Fund (BBEF), the Memorial Garden Endowment Fund (MGEF) and the Hessie Morrah Fund (HMF) will be deposited in the designated accounts. The investment earnings from the BBEF and the HMF will be utilized by the GCSC for scholarships. The investment earnings from MGEF can be used for operating expenses for the Memorial Garden. Any non-designated scholarship donations will be deposited in the general operating account and used for additional scholarship funds. (Approved 1/23/14)

6. The amount of income available for distribution from the GCSC Hessie T. Morrah Scholarship Investment account or the GCSC Barbara Barnette Environmental Scholarship Investment Account, and/or the GCSC Memorial Garden Endowment Account is to be determined by the previous year's income from that account as shown on Federal Form 1099-DIV: Dividends and Distributions, and Form 1099-OID: Original Issue Discount. Since only profits from these scholarship accounts may be used, Form 1099B: Proceeds from Broker and Barter Exchange Transactions are not included in available income. These proceeds must be reinvested and become part of the Principal balance. (Approved 1/25/97)
7. After scholarships are awarded from the GCSC Hessie T. Morrah Scholarship Endowment, the remaining interest on the Federal Form 1099-DIV will be deposited to the GCSC Memorial Garden Operating Account. The remaining interest on the Federal Form 1099-DIV from the GCSC Barbara Barnette Environmental Fund will be deposited into that Endowment. (Approved 1/25/97)

H. Awards

1. The award year shall be from January 1 through December 31.
2. The information about National, Regional and State Awards will be published in the Fall issue of *The South Carolina Gardener*. The State Awards remain the same for each two- year administration.
3. The Board of Directors shall approve permanent awards designated and given by GCSC.
4. The Awards Committee shall approve other State

Awards and wording of them. No trophies and/or silver will be accepted.

5. Contributions for awards are funded by the Board of Directors at a minimum of fifty dollars (\$50) per term per Board Member.
6. Awards in membership categories: the number of members listed on the Membership Roster, which is sent with dues to the GCSC Treasurer, determines the official number of Club members and membership category. Clubs may apply for awards in only one membership category.

I. Finances

1. The CPA firm will maintain all financial records. The Treasurer is in charge of receiving all funds and working with the designated CPA firm in the preparation of all financial reports regarding GCSC financial standings, and distributing, on a monthly basis, all pertinent information to the President, Finance Chair and Treasurer. The Treasurer, President and Finance Chair shall have online banking access to the GCSC checking account at designated bank. (approved 1/23/14)
 - A. The Treasurer will receive completed voucher for expense reimbursement via electronic device, postal mail or other form of distribution. The Treasurer will scan and email the properly approved voucher or invoice to both the GCSC President and the designated CPA bookkeeping service for checks to be cut and returned to one of the designated GCSC signing authorities for signature and mailing. (approved 1/23/14)
 - B. The Treasurer will add an appropriate

account code to all transactions, so that the transaction can be accurately recorded for financial reporting purposes. (Approved 1/23/14)

- C. Any club selecting to donate to Land Trust, Nature Conservancy, Clemson Botanical Garden, or Riverbanks Botanical Garden shall send contribution to said entity. GCSC shall not receive donations for other organizations. (Approved 1/23/14)
2. At the beginning of each Administration, the Finance Chairman will meet with all GCSC Board members who will be handling money, to present the procedures for proper receiving, accounting and reporting of all income.
3. Any monies received by any Chair shall be forwarded immediately, with voucher and copy for files, to the Treasurer. No Chair shall handle money, unless authorized by the President. (Approved 1/23/14)
4. Each Chair shall maintain electronic and/or hard copy records to transfer to succeeding chair. (Approved 1/23/14)
5. Each Chair should acknowledge receipt of all donations from clubs or members, using written postal acknowledgement for any donation. The Treasurer shall notify the specific Chair of any committee-designated donations. Each Chair shall immediately send all monies collected to the GCSC Treasurer for deposit. (Approved 1/23/14)
6. Any Officer or Chair purchasing items or services that are to be paid for by GCSC should obtain at least three (3) competitive bids and submit to the

President, along with reasons for recommendation of preferred estimate. The President, or Finance Chair, in absence of the President, must approve all such transactions prior to any action. (Approved 1/23/14)

7. All bank accounts, open or closed, affiliated with GCSC must be approved by the Finance Committee and use GCSC Federal ID #. These accounts must be included in the Treasurer's Report as Supplemental Report. (Approved 1/23/14)
8. The Treasurer shall email the Treasurer's Report to the Finance Committee at least one (1) week prior to each meeting of the Board of Directors. (Approved 1/23/14)
9. All monies for GCSC activities are to be sent directly to the GCSC Treasurer. Procedures for collecting money are as follows:
 - A. All monies collected by a district for district scholarships are to be sent directly to the GCSC Treasurer. These monies will be deposited and held in the GCSC operating account and will be designated under the specific district. These monies will be dispersed at the designated time.
 - B. All monies collected by a district for state awards are to be sent directly to the GCSC Treasurer. These monies will be deposited and held in the GCSC operating account and will be dispersed at the designated time. All monies collected by a district for district awards will be maintained by the district and dispersed when deemed appropriate.

- C. Any other district-collected monies that are not designated for GCSC (such as vendor table rentals and luncheon monies) may be retained and/or disbursed by the district at its discretion. No district bank accounts will be designated as the GCSC, nor will the GCSC Federal ID # be used in conjunction with any district account.
 - D. All monies collected by Board Members/Committee Chairs for specific projects or associated committee work designated for the GCSC are to be sent directly to the GCSC Treasurer.
(Approved 1/23/14)
10. The Treasurer is in charge of receiving all funds and working with the designated CPA firm in the preparation of all financial reports regarding GCSC's financial standings, and distributing all pertinent information to the Finance Committee and the GCSC Board of Directors. Accounting Procedures shall be as follows:
- A. The Treasurer will:
 - 1. Make copies of all checks received and prepare them for deposit.
 - 2. Prepare a deposit slip and deposit all receipts at designated bank.
 - 3. Attach a copy of the deposit slip to the copies of checks deposited for the record.
 - 4. Itemize the deposits into the appropriate accounts where the monies should be applied.
 - 5. Send a copy of the deposit receipt, itemization and a copy of the checks to CPA.

B. The CPA firm will:

1. Use appropriate accounting software to simplify account structure, enter budget and post transactions.
 2. Reconcile bank and investment statements.
 3. Provide Quarterly financial statements to the Treasurer and Finance Committee.
 4. Oversee Audit or Review by another CPA.
 5. Prepare annual 990 and prepare 1099 for all designated employees.
- (Approved 1/23/14)

11. All contracts and permanent documents shall be retained in a bank safety deposit box in the current GCSC President's home town residence. These contents will be transferred to subsequent administration and maintained accordingly. (Approved 1/23/14)
12. The GCSC Treasurer shall receive all mail at GCSC-maintained Post Office box. (Approved 1/23/14)
13. The GCSC President and the GCSC Treasurer shall approve any expenditure for one thousand (1,000) dollars, or any expenditure in excess of that amount. (Approved 1/23/14)

J. State Headquarters-Riverbanks Zoo and Botanical Gardens

1. Suggestions for changes or additions to the State Headquarters Room in the Riverbanks Botanical Garden would be submitted in writing to the State Headquarters Chairman. The State Headquarters Committee and the Riverbanks Botanical Garden

Committee will make the final decision on any changes or additions. (Approved 1/14/98)

2. GCSC has use of the State Headquarters for official functions. For other functions, club rental is possible from Riverbanks. (Approved 1/23/14)
3. The President or her designated chairman must approve all reservations for functions.
4. The Botanical Gardens must approve all food and beverage service.
5. The GCSC Room/Office shall be used as a repository for all permanent records of GCSC, including past treasurer's records, minutes, historical data and for NGC and SAR Awards. (Approved 4/22/9)