

# WACONIAH

Washington • Arizona • California • Oregon • Nevada • Idaho • Alaska • Hawaii

Vol. 48 No. 6 Director's Theme: "**Reconnect to YOUR Pacific Region**"

## **SPECIAL Bylaws & Standing Rules Amendments EDITION**



2019 – 2021  
Pacific Region Director  
Robin Pokorski

### **Director's Message**

Amendments to the Bylaws and Standing Rules are attached to this edition. I commend the Org Study Committee for their diligent work to improve and update our governing documents.

Since there will be no Organization Study Committee meeting on Monday, August 9 (9:00 a.m. to 11:00 a.m.), our Parliamentarian will be available to meet with anyone at that time to discuss these bylaws and standing rules or any parliamentary issues.

*Robin*

**Bylaws** may be amended at any Annual Convention by the affirmative two-thirds vote of the voting members registered and present provided that a copy of the proposed amendments shall have been printed in an issue of *WACONIAH* or sent to the *WACONIAH* distribution list, at least thirty days prior to the meeting. The highlighted proposed changes will be considered at Convention Business Meeting #2 in Silverton, Oregon on Wednesday, August 11.

Convention voting members, please review the proposed changes, and print them and bring them with you to convention.

Questions may be directed to Greg Pokorski, Parliamentarian and Organization Study Committee Chairman.

**Standing Rules** may be amended by the Board of Directors with a majority vote of the members present at any regular meeting with prior notice. The highlighted proposed changes will be considered at the

Board of Directors Meeting in Silverton, Oregon on Tuesday, August 10.

Board members, please review the proposed changes, and print them and bring them with you to convention.

Questions may be directed to Greg Pokorski, Parliamentarian and Organization Study Committee Chairman.

Summary of rationale for change:

Bylaws

Page 1 – some housekeeping clarifications

Page 2 – Region Directors are no longer considered NGC officers; some housekeeping clarifications, deletion of things that are not being done

Page 4 – provide for electronic meetings, NGC changes

Page 5 – NGC has eliminated Alternate Members to the Nominating Committee

Page 6 – housekeeping, provide (like NGC) for accounting for carry-over of budgeted expense for the outgoing Director that may be used after the start of the next fiscal year

Page 7 – make it a bit easier to amend bylaws by shortening the notice period and providing for amending bylaws if there is no convention

Standing Rules

Page 1 – Region Directors are no longer NGC officers – just Executive Committee members

Page 2 – Page 1 continued, NGC establishes the rotation of the Nominating Committee

Pages 3-4 – Page 2 continued, update convention rotation into the future, eliminate archaic duplication of parenthetical numbers following spelled out numbers

Pages 4-7 – housekeeping to reflect current practice

Page 8 – clarify email voting guidelines

# BYLAWS

## PACIFIC REGION GARDEN CLUBS, INC.

### ARTICLE I – NAME

The name of the organization shall be Pacific Region Garden Clubs, Inc. (PRGC). The organization is incorporated in the state of Nevada.

### ARTICLE II – OBJECT

- Section 1. To operate on a non-profit basis and solely for benevolent, charitable, scientific and educational purposes, conducive to the well-being of the community and useful to the public.
- Section 2. To cooperate with National Garden Clubs, Inc. (NGC) and other organizations in furthering the interests of conservation, ~~and~~ civic beautification and roadside beautification.
- Section 3. To advance the fine art of gardening and landscape design, civic development, the study of horticulture and the art of flower arranging.
- Section 4. To coordinate, facilitate and advance/further the work of the eight member state federations of garden clubs within NGC that comprise the region.
- Section 5. To do and engage in all lawful activities that are in the furtherance of one or more of the general purposes or objectives of PRGC and NGC.

### ARTICLE III – MEMBERSHIP

The NGC-member state garden clubs of **Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon** and **Washington** are members of PRGC upon payment of dues.

### ARTICLE IV - EXECUTIVE COMMITTEE

The Executive Committee is composed of:

- (1) ~~Elected officers:~~ A Region Director and an Alternate Region Director,
- (2) Appointed officers: Corresponding Secretary, Recording Secretary, Treasurer, Historian, Parliamentarian, *WACONIAH* Editor and Website Chairman,
- (3) Advisor - the immediate former Region Director/Advisory Council Chairman, and
- (4) State Presidents of the member state garden clubs.

### ARTICLE V – EXECUTIVE COMMITTEE DUTIES

Attendance at all PRGC meetings is expected. The Executive Committee possesses and may exercise all of the powers, duties and responsibilities of the Board of Directors between meetings of the Board; including but not limited to:

- (1) keeping minutes of its meetings and reporting its actions to the Board of Directors at the next meeting of the Board,
- (2) considering recommendations before presentation to the Board of Directors, and
- (3) transacting urgent business electronically.

- Section 1. The **Region Director shall** (see Standing Rule #1 Region Director for additional duties):
- ~~a. Adhere to NGC Bylaws Article IX -- DUTIES OF OFFICERS, Section 9. -- REGION~~
  - ~~a. DIRECTORS. Serve on the NGC Executive Committee per NGC Bylaws Article XIV, Sections 1 A. and B.~~
  - ~~b. Serve on the NGC Board of Directors per NGC Bylaws Article XV, Section 1.~~
  - ~~b.c.~~ Appoint officers as follows: Corresponding Secretary, Recording Secretary, Treasurer, Historian, Parliamentarian, *WACONIAH* Editor and Website Chairman.
  - ~~c.d.~~ Appoint chairmen corresponding to NGC Chairmen and others as needed. ~~(NGC Standing Rules, p. 23 -- "In the event a NGC Chairman suggests the name of an individual to serve as Region Representative for that NGC Chairmanship, the Director will comply whenever feasible").~~
  - ~~d.e.~~ Arrange for an updated roster of officers and chairmen.
  - ~~e.f.~~ Notify states next in order for Region Director, Alternate Region Director, and NGC Nominating Committee Members ~~and Alternate Members~~ prior to September 1 in odd-numbered years. States must elect candidates ~~prior to the PRGC Annual Convention~~ in even-numbered years.
- Section 2. The **Alternate Region Director shall:**
- a. Perform the duties of the Region Director in the absence of the Region Director or at the request of the director.
  - ~~b. Compile a list of state chairmen under each PRGC chairmanship title.~~
  - ~~c. Share lists of state chairmen with each corresponding PRGC chairman.~~
  - ~~d.b.~~ Assume other duties at the request of the Region Director.
  - ~~e.c.~~ In the event of a vacancy in the office of Region Director, assume that office.
- Section 3. The **Corresponding Secretary shall:**
- a. Send letters-correspondence as requested by the Region Director.
  - b. Send notes relaying the Region Director's wishes regarding those to preside, give invocations, introduce speakers, etc., during Annual Conventions or other events.
  - ~~c. Maintain the embosser and seals. Provide embossed seals when requested.~~
- Section 4. The **Recording Secretary shall:**
- a. Record minutes of all meetings.
  - b. Send draft copy of minutes of all meetings to the committee to approve the minutes within thirty days, with a copy to the Region Director and Parliamentarian for approval.
  - c. Transmit electronically the minutes of all Executive Committee meetings to members of the Executive Committee. Hard copy available on request.
  - d. Transmit electronically the approved pre-convention Board of Directors meeting minutes, and approved annual Convention minutes, with names and dates of those approving, to all members of the Board of Directors and publish on the website. Hard copy available on request.
  - e. Transmit electronically copies of all minutes to the incoming Region Director and Alternate Region Director after they are elected.
- Section 5. The **Treasurer shall:**
- a. Maintain a checking account and any other required bank accounts with the Treasurer, Region Director and Alternate Region Director as authorized signers. Only one signature is-shall be required on checks. With the change of administrations in the odd-numbered year, the outgoing Director, Alternate Director and Treasurer shall be removed as signers from all bank accounts and the incoming Director, Alternate Director and Treasurer shall be added as signers to all bank accounts. In the year prior to a convention the Convention Treasurer shall be added as a signer to the Convention/Event Account.
  - b. Open accounts, with the approval of the Executive Committee, as necessary.
  - c. Receive and deposit all PRGC monies.

- d. Issue checks as budgeted and authorized by the Region Director.
- e. Prepare a Financial Report for each Executive Committee and Board of Directors meeting.
- f. Prepare records for financial review by July 31 of each year.
- g. File 990N by October 15 of each year.
- h. File list of officers by the last day of February each year with the Nevada Secretary of State.

Section 6. The **Parliamentarian** shall:

- a. Assist on points of parliamentary procedure when requested.
- b. Fulfill required duties as outlined in *Robert's Rules of Order Newly Revised*.
- c. Attend committee meetings at the request of the Region Director.
- d. Serve on the Organization Study Committee.

Section 7. The **Historian** shall:

- a. Request reports from each state garden club regarding accomplishments and main events of each term.
- b. Compile a report of Region accomplishments and events for the term.
- c. Submit reports on state garden club and PRGC activities as requested by the NGC Historian.

Section 8. The **WACONIAH Editor** shall:

- a. Coordinate the content and layout of WACONIAH, the official publication of PRGC.
- b. Publish WACONIAH four times per year.
- c. Arrange to have archive copies filed on the PRGC website.

Section 9. The **Website Chairman** shall:

- a. Maintain and update the website on a timely basis.
- b. Add and subtract information on the website as directed by the Region Director and/or Board of Directors.

Section 10. The **State Presidents** shall (See Standing Rules [Section 4](#) for additional duties):

- a. The incoming state president shall send the state roster to the incoming Region Director and the incoming Alternate Region Director as soon as available.
- b. Advise State Treasurer to send PRGC Dues of \$30 per delegate, as in NGC Bylaws Article XII, Section 2.B, to the PRGC Treasurer. (~~See Article VIII, Section 7~~) Dues are due June 1, delinquent September 1 of each year.

## ARTICLE VI - BOARD OF DIRECTORS

Section 1. Duties – The Board of Directors shall:

- a. Transact the business of PRGC except as otherwise provided for by the Articles of Incorporation or these Bylaws.
- b. Act on recommendations presented by the Executive Committee.
- c. Authorize publications to advance the objectives of PRGC.
- d. Keep minutes of meetings and report actions to the next convention.

Section 2. The Board of Directors shall be composed of:

- a. Executive Committee
- b. Former Directors of PRGC
- c. All committee chairmen
- d. NGC Nominating Committee members who reside in the Pacific Region.

## ARTICLE VII – MEETINGS

### Section 1. Executive Committee

- a. The regular meeting shall be held preceding the Annual Meeting of the Board of Directors. Nine members with ~~five-four~~ states represented shall constitute a quorum. Guests may attend with the permission of the Region Director.
- b. Meetings may be held during the NGC Convention and Fall Board Meeting at the Call of the Director. All PRGC members are welcome to attend with no vote.
- c. The incoming Executive Committee may meet during or immediately following the PRGC Annual Convention in the odd-numbered year.
- d. The committee may conduct ~~business electronically, by mail or telephone~~ conference when the need is urgent meetings by electronic means and may vote on urgent matters by email. (See Email Voting Guidelines in the Standing Rules.)

### Section 2. Board of Directors

- a. The regular meeting shall be held prior to the Annual Convention. One-third of those registered and eligible to vote with ~~five-four~~ states represented shall constitute a quorum.
- b. In odd-numbered years, the incoming Board of Directors shall meet during the convention or immediately following.
- c. PRGC members are welcome to attend with no vote.
- d. The Board of Directors (including all committees) may conduct ~~business electronically meetings, or by mail or telephone conference when the need is urgent~~ with prior approval of the Director electronic means and may vote on urgent matters by email. (See Email Voting Guidelines in the Standing Rules.)

## ARTICLE VIII – ADVISORY COUNCIL

Section 1. All former PRGC Directors shall comprise the Advisory Council.

Section 2. The chairman shall be the immediate former Region Director. If unable to serve, a Chairman shall be elected from the former Region Directors present.

Section 3. The Advisory Council functions at the request of the Region Director or by a two-thirds vote of the Board of Directors.

## ARTICLE IX – ELECTIONS REGION DIRECTOR AND ALTERNATE DIRECTOR

Section 1. The offices of Region Director and Alternate Region Director shall be filled by rotation among the region's states. (See Standing Rules Section 1 for rotation list.) They are elected by the member state, not by PRGC.

Section 2. Eligibility: ~~NGC Bylaws shall be adhered to. NGC Bylaws Article VIII -- OFFICERS -- ELIGIBILITY, Section 1D. -- Elected Officers (pertaining to Region Directors) (See Standing Rules Section 1b).~~

Section 3. State's duties in providing a Region Director and an Alternate Region Director include:

- a. The candidates for Region Director and Alternate Region Director are elected by the governing body of that state garden club whose turn it is to provide the Region Director and Alternate Region Director.

- to the
- b. The Region Director and the Alternate Region Director are to be elected at a state garden club session in the even-numbered year.
  - c. Competition may be held within a state, however only one ~~nominee for Region Director-elect~~ and one ~~nominee for Alternate Region Director-elect~~ may be submitted to the Region Director ~~five weeks~~ prior to the Annual Convention in the even-numbered years for presentation to the PRGC Board of Directors.
  - d. In the event the state whose turn it is to furnish a Region Director does not have an eligible candidate for Region Director, the Region Director shall be notified ~~immediately~~ and will then notify the state following in rotation, asking this state to fill the position.
  - e. A state without an eligible or willing candidate may present rationale to the Executive Committee for approval to exchange its place in the rotation with the next state in rotation (provided that state is in agreement). Following any switch, states will return to the original rotation.
  - f. A state that cannot fill the position of Region Director loses its turn and shall wait for the next rotation to fill the position.
  - g. ~~In the event a state that provides a Region Director cannot provide an Alternate Region Director, the next state in the rotation may fill the Alternate Region Director position, but does not lose its turn in the rotation.~~

## ARTICLE X - NGC NOMINATING COMMITTEE MEMBERS AND ALTERNATES

- Section 1. ~~The~~ Nominating Committee Members ~~and Alternate Member~~ shall be filled by rotation among the states. (See Standing Rules [Section 2](#) for rotation list.)
- Section 2. Eligibility: NGC Bylaws shall be adhered to. NGC Bylaws Article X NOMINATING COMMITTEE, Section 1. - STRUCTURE, B. Members (See Standing Rules [Section 32 Election](#))
- a. PRGC shall provide two Members ~~and two Alternate Members~~ to serve on the NGC Nominating Committee.
  - b. The two states next in rotation order for providing NGC Nominating Committee Members shall each elect ~~two one~~ eligible members to serve as Member ~~and Alternate~~.
  - c. The names of the persons elected for each position shall be submitted to the Region Director to send to the NGC Nominating Committee Vice Chairman, President-Elect and the Administrative Assistant no later than 12 weeks prior to the NGC Convention in the odd-numbered year prior to service, six weeks prior to the Annual Convention in the even-numbered years for presentation to the Board of Directors.
  - d. In the event the state whose turn it is to elect a Member ~~and Alternate~~ does not have an eligible candidate, the Region Director shall be notified and then request the state that follows in rotation to fill the position.
  - e. ~~A state without an eligible candidate may present rationale to the Executive Committee for approval to exchange its place in the rotation with one of the next states in the rotation, provided that state is in agreement. Following any switch, states will return to the original rotation.~~
  - f. A state that cannot fill the position of Member loses its turn in rotation and shall wait until the next rotation to provide a Member.
  - g. ~~A state that fills the vacancy of Alternate will not lose its turn in rotation.~~
  - h. No state shall have two Members serving on the NGC Nominating Committee at the same time (other than the NGC Nominating Committee Chairman and Alternate Chairman if from PRGC).

## ARTICLE XI – CONVENTIONS

Section 1. The Annual Convention shall be hosted by rotation among the member states. (See Standing Rules [Section 3](#) for rotation list.)

Section 2. PRGC Conventions shall not conflict with NGC Conventions- [and](#)

~~Section 3. PRGC Conventions shall make [an every](#) effort not to conflict with member states- conventions.~~

Section [43](#). A state that passes its turn to host loses its turn in rotation and shall wait until the next rotation to host. Switches in rotation may be permitted with reasonable cause and approval of the Region Director.

Section [54](#). The voting membership at conventions shall consist of members of the Board of Directors and delegates (or their alternates) from each state. Delegates for each state are determined by the number of members as of June 1 as listed in NGC Bylaws Article XII, Section 2.B. (See Standing Rules)

Section [65](#). A majority of the voting members as set forth in Section [5-4](#) above who are registered at the convention, with a minimum of [five-four](#) states being represented, shall constitute a quorum.

Section [76](#). Distribution of Revenue

- a. The net proceeds of the convention shall be split 50/50 between the host state and PRGC.
- b. In case of a deficit, the host state shall be responsible for the first ten percent with the remainder the responsibility of PRGC.

Section [87](#). Minutes of the Annual Pre-Convention Meeting must include the name of the treasurer of the following year's convention with the authorization to sign checks on the Convention/Event account.

[Section 8. Officers take office at the close of convention in the odd-numbered year or on June 1 in the odd-numbered year if a convention cannot be held.](#)

## ARTICLE XII – FINANCES

Section 1. **Fiscal Year - June 1 to May 31**

Section 2. Dues for each state shall be determined by the number of delegates allowed for each state as listed in NGC Bylaws Article XII, Section 2.B. Each state shall pay \$30 annually per delegate. Dues are due June 1, delinquent September 1.

Section 3. An annual budget for all funded activities shall be prepared by the Region Director, Treasurer and one other member appointed by the Region Director in even-numbered years, and by the outgoing and incoming Region Directors and Treasurers and one other member appointed by the Region Director in odd-numbered years. The proposed budget shall be presented for approval at the Executive Committee and Board of Directors meetings prior to the Annual Convention.

[Section 4. At the close of the fiscal year in odd-numbered years, the balance of unexpended funds for the Region Director shall be placed in the budget for the following year, under the allocation "Director's Expenses for Prior Year".](#)

## ARTICLE XIII – OFFICIAL PUBLICATION

*WACONIAH* is the official publication of PRGC and shall serve as a communication medium for PRGC. It shall be made available electronically.

## ARTICLE XIV – DISTRIBUTION OF EARNINGS, COMPENSATION AND DISSOLUTION REQUIREMENTS

- Section 1. No part of the net earnings of PRGC shall inure to the benefit of any private individual or member within the meaning of Section 501(c)(3) of the U.S. Internal Revenue Code as now enacted or hereinafter amended or re-codified or corresponding section of any future federal tax code.
- a. No compensation shall be paid any member, officer or director of PRGC except for reimbursement of budgeted expenses or expenses approved by the Executive Committee and Board of Directors.
  - b. No loans shall be made by PRGC to any member, officer or director.
- Section 2. Dissolution: Upon dissolution of PRGC the Board of Directors shall:
- a. Make provision for payment of all liabilities of the organization.
  - b. Dispose of all assets of the organization to a charitable, educational or scientific organization as shall at that time qualify as an exempt organization/s under Section 501(c)(3) of the U.S. Internal Revenue Code of 1954 or as revised or any corresponding section of any future federal tax code.

## ARTICLE XV – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern PRGC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order PRGC may adopt.

## ARTICLE XVI – AMENDMENTS

- Section 1. These Bylaws may be amended, unless otherwise provided for in these Bylaws, at any Annual Convention by the affirmative two-thirds vote of the voting members registered and present provided that a copy of the proposed amendment(s) shall have been printed in an issue of *WACONIAH*, or sent to the *WACONIAH* distribution list, at least thirty fifteen days prior to the meeting.
- Section 2. Without such prior notice, these bylaws may be amended at the Annual Convention by unanimous vote of the voting members registered and present.
- Section 3. Bylaws may be amended by a two-thirds vote of the board of directors by electronic meeting or by mail (electronic or postal) if a convention cannot be held.



# STANDING RULES

## PACIFIC REGION GARDEN CLUBS, INC.

These Standing Rules shall not be in conflict with the Pacific Region Garden Clubs, Inc. (PRGC) Bylaws and may be amended or revised by the Board of Directors with a majority vote of the members present at any regular meeting with prior notice, or with two-thirds vote of the members present at any regular meeting without previous notice.

### 1. REGION DIRECTOR

#### 1a. Rotation

Rotation among PRGC for the offices of Region Director and Alternate Region Director shall be as follows:

Washington	2021 – 2023
Idaho	2023 – 2025
Alaska	2025 – 2027
Arizona	2027 – 2029
Nevada	2029 – 2031
Oregon	2031 – 2033
California	2033 – 2035
Hawaii	2035 – 2037

This rotation is defined in NGC's Standing Rules:  
PACIFIC REGION California, Hawaii, Washington, Idaho, Alaska, Arizona, Nevada, Oregon

#### 1b. Eligibility

~~National Garden Clubs, Inc. (NGC) Bylaws shall be adhered to. NGC Bylaws Article VIII – OFFICERS – ELIGIBILITY, Section 1. – Elected Officers (pertaining to Region Directors) From NGC Bylaws, Revised, May 2017:~~

~~D. To be eligible for the nomination/election as Region Director or Alternate Region Director, each~~

~~nominee-candidate shall have served as President of a-their State Garden Club for a minimum of two ~~(2)~~~~

~~years and shall have attended two ~~(2)~~ of three ~~(3)~~ Previous-previous Region conventions/meetings~~

~~at the time of election. In the event the State Garden ~~club-Club~~ does not have a nominee-candidate who~~

~~has served a minimum of a two- (2) years term as President of a-the State Garden Club and willing to~~

~~serve, the current President, if willing to serve, will become eligible for the nomination.~~

~~E. All officers elected and installed at the NGC convention in the odd-numbered years shall have attended two (2) of the previous three (3) NGC Conventions at the time of election.~~

~~All Region Directors shall have attended a minimum of two (2) NGC Conventions and may include the NGC Convention at which they are installed.~~

#### 1c. Election

~~NGC Bylaws, Article XIV -- ELECTION OF OFFICERS/THE EXECUTIVE COMMITTEE, Section 2-1. B. --ELECTION OF REGION~~

## DIRECTORS AND ALTERNATE DIRECTORS

From NGC Bylaws, Revised, May 2017:

Region Directors serve as representatives of NGC designated geographic Regions and shall be elected by the governing board of that director's State Garden Club in session during the even-numbered year prior to assuming office and presented to the NGC Convention in the odd-numbered year. The States from which the Region Director is selected shall be determined, in rotation, as established in the NGC Standing Rules (regarding Board of Directors) and must include each State Garden Club within the geographic areas designated in Article IV. ~~The State from which the next Region Director and Alternate Region Director shall come is determined by the Bylaws, Standing Rules, Rules of Procedure or Policies of each Region. The Region Director and the Alternate Region Director must reside within the Region they represent.~~

A. ~~The candidate for Region Director shall be:~~

1. ~~Elected by the Governing Board of that Director's State Garden Club in session during the even-numbered year prior to assuming office.~~
2. ~~Presented to the NGC Convention in the odd-numbered year.~~
3. ~~Installed at the NGC Convention in the odd-numbered year and assume office for a term of two years at the close of the NGC Convention.~~

B. ~~The candidate for Alternate Region Director shall be elected by the Governing Board of that State Garden Club in session during the even-numbered year prior to assuming office.~~

### **1d. Responsibilities**

1. Provide a roster to NGC Headquarters as soon as available.
2. Plan a project for the Region to apply for the NGC Award of Excellence #25.
3. Answer all correspondence, including email, promptly, with copy of pertinent correspondence to the Alternate Region Director. States may request a photo and message for publication in the State Directory.
4. Plan the programs for the PRGC Conventions in conference with the Convention Chairmen and host State President. (Details in *Convention Procedures*)
5. Notify the Convention Chairman to send Registration information and forms by January 1 to each PRGC State President and Newsletter Editor for inclusion in each State publication.
6. Attend, upon invitation, one meeting in each state in the Region during the term of office. Travel expenses are those of the Director. Lodging, registration and meals one day prior to and following, and during the meeting may be extended by the host state as a courtesy.
7. Verify with State Presidents that NGC dues have been paid thirty days prior to the delinquent date (September 30).
8. Prepare a Call Letter for *WACONIAH* for all PRGC meetings.
9. As outgoing Region Director, report at the NGC Annual Convention (at the discretion of the NGC president) and introduce the incoming Region Director.
10. Maintain a list of all usernames and passwords relating to PRGC.
11. Arrange for the purchase or transfer of a Director's pin for the incoming Director.

## **2. NOMINATING COMMITTEE**

### **2a. Rotation**

Per NGC Standing Rules, NOMINATING COMMITTEE, 1. STATE ROTATION, PACIFIC REGION Alaska, Oregon, Arizona, Hawaii, California, Idaho, Washington, Nevada

Rotation among the PRGC State Garden Clubs shall be as follows:

<del>2017 – 2019</del>	<del>Washington and Nevada</del>
<del>2019 – 2021</del>	<del>Alaska and Oregon</del>
<del>2021 – 2023</del>	<del>Arizona and Hawaii</del> <u>California and</u>
<del>Idaho</del> <u>Washington</u>	
2023 – 2025	<u>Nevada and Alaska</u>
2025 – 2027	<u>Oregon and Arizona</u>
2027 – 2029	<u>Hawaii and California</u>
2029 – 2031	<u>Idaho and Washington</u>

**2b. Eligibility**

NGC Bylaws shall be adhered to. NGC Bylaws Article X NOMINATING COMMITTEE, Section 1. - STRUCTURE, B. Members  
From NGC Bylaws, Revised, May ~~2017~~2021

1. To be eligible to serve as a Member ~~or Alternate Member~~, each member shall have served ~~two (2) years as an elected officer of a State Garden Club,~~ a minimum of two ~~(2)~~ years as a member of the NGC Board of Directors and shall have attended two ~~(2)~~ of the previous five ~~(5)~~ NGC Conventions prior to assuming that position. The Member ~~or Alternate Member~~ must reside within the Region represented.
2. The States from which the Members ~~and Alternate Members~~ are selected shall be determined ~~by the Bylaws, Standing Rules, Rules of Procedure or policies of each Region in rotation, as established by the NGC Standing Rules and must include each State Garden Club within the geographic areas designated in Article IV. If a State passes, the rotation continues forward in the rotation list.~~
3. The Member ~~and Alternate Member~~ shall be elected by the Governing Board of the State Garden Club during the even-numbered year prior to service.
4. If ~~neither~~ the Member ~~nor the Alternate Member~~ is unable to attend a meeting, the Region Director shall appoint a member from the Region already serving on the NGC Board of Directors to attend that meeting.

**3. CONVENTIONS**

**3a. Rotation**

Convention rotation among PRGC member states shall be as follows, when feasible:

<del>2018 – Alaska</del>	<del>2022-2023</del> – Washington
<del>2019 – California</del>	<del>2023-2024</del> – Hawaii
<del>2020-2021</del> – Oregon	<del>2024-2025</del> – Arizona
<del>2021-2022</del> – Nevada	<del>2025-2026</del> – Idaho
	<del>2027 – Alaska</del>
	<del>2028 - California</del>

**3b. Procedure**

Consult PRGC *Convention Procedures*.

**3c. Representation**

Delegate numbers are determined by number of members as of **June 1**.  
FROM NGC BYLAWS, Revised, May ~~2017~~2021

- |                               |                      |
|-------------------------------|----------------------|
| a) Membership of 500 or less  | two <del>(2)</del>   |
| b) Membership of 501 to 1000  | three <del>(3)</del> |
| c) Membership of 1001 to 1500 | four <del>(4)</del>  |
| d) Membership of 1501 to 2000 | five <del>(5)</del>  |

- |                                   |                        |
|-----------------------------------|------------------------|
| e) Membership of 2001 to 3000     | six <del>(6)</del>     |
| f) Membership of 3001 to 4000     | seven <del>(7)</del>   |
| g) Membership of 4001 to 5000     | eight <del>(8)</del>   |
| h) Membership of 5001 to 6000     | nine <del>(9)</del>    |
| i) Membership of 6001 to 8000     | ten <del>(10)</del>    |
| j) Membership of 8001 to 12,000   | eleven <del>(11)</del> |
| k) Membership of 12,001 and above | twelve <del>(12)</del> |
- The maximum number of delegates of any State Garden Club is twelve ~~(12)~~.

## 4. STATE PRESIDENTS

### 4a. Responsibilities

1. Report as requested with electronic copies.
2. Prepare appropriately or send regrets promptly when invited to participate at an Annual Convention (i.e. give an invocation, welcome, introduction, etc.)
3. Have the Annual PRGC Convention CALL and registration information printed in the State ~~Newsletter~~Publication.
4. Invite the Region Director to attend a State meeting. All courtesies should be extended to the Region Director including registration, package plan, optional meals, tours and lodging. Due to travel time, courtesies should include one day prior to and one day following the meeting.
5. By August 1 in each even-numbered year, send copies of any newly completed personnel forms for PRGC and an updated list of members from your State who are willing to serve as chairmen in PRGC to the Region Director, ~~and~~ incoming Region Director ~~and PRGC Personnel Chairman~~.
6. ~~Six weeks prior to the PRGC Convention i~~n the even-numbered year, when it is your State's turn in the rotation, submit names of ~~one nominee~~the Director-elect, and one the alternate ~~Alternate Director-elect for the following positions and the elected NGC Nominating Committee Member~~ to the Region Director: ~~Region Director and NGC Nominating Committee member~~.
7. Include the Region Director, Historian, Website Chairman and WACONIAH Editor on the mailing list for State publications.
8. Introduce the incoming State President when appropriate.

## 5. FINANCES

### 5a. Revenue includes, but is not limited to:

1. Dues (as in Article XII, Section 2)
- ~~2. Program allowance from NGC~~
- ~~3.2. PRGC Boosters (for scholarships)~~
- ~~4.3. Periodic fundraisers~~
- ~~5.4. WACONIAH Gems~~

### 5b. Expenses

1. Budgeted expenses shall be paid by the Treasurer ~~after approval of the Region Director~~.
2. Non-budgeted expenses shall require approval of the Executive Committee prior to payment.

### 5c. Scholarship Funding (\$1,000 each year) when available and budgeted

1. Scholarship donations and fundraisers
2. Life Memberships
- 2.3. PRGC Boosters

## 6. CHAIRMEN GUIDELINES

ALL chairmen shall adhere to the general guidelines listed below. Where additional specific duties have been identified, they are listed below.

### 6a. General Responsibilities:

1. Serve as a liaison between NGC Chairmen and State Chairmen.
2. Establish and maintain a relationship with state chairmen which corresponds to your chairmanship. Request reports from State Chairmen as needed.
3. Research and promote aspects of your chairmanship, as appropriate.
4. Submit articles to *WACONIAH* and to State newsletters.
5. Encourage participation in PRGC and NGC Awards.
6. Set up displays at flower shows, conventions, fairs, etc.
7. Maintain an up-to-date *Procedure Book* including correspondence and reports regarding your chairmanship. Deliver the *Procedure Book* to the incoming chairman with recommendations as soon as possible following the close of the term.

### 6b. Reports

1. Attend Annual Conventions and report as requested with electronic copies sent to the Recording Secretary, Region Director, and WACONIAH editor within three days of the close of convention.
2. If unable to attend, request permission to be excused from the Region Director and prepare written reports as requested.

### 6c. Correspondence

1. Answer all correspondence, including email, promptly, with copy to Region Director.
2. Sign and date all correspondence and reports.

### 6d. Expenses

1. Chairmen are personally responsible for ordinary expenses incurred in carrying out the duties of their chairmanship. These expenses include travel, meeting registration fees, telephone calls, copying and postage.
2. Expenses over the ordinary (large mailings, publications, etc.) require prior approval. Submit estimated expense for approval to the Region Director for inclusion in the proposed budget.
3. Expenses not budgeted require approval of the Executive Committee prior to payment.

### 6e. Awards

1. Record Award Applications as received and select panels of judges (at least three per panel for evaluations). Include constructive comments with each application.
2. Send list of first place winners (with addresses), when funded, for payment by the Treasurer.
- ~~3. Affix gold seals on First Place Certificates.~~
- ~~4.3.~~ Package all but First Place winners for each State President. First Place Certificates will be presented at the annual convention when it precedes the majority of state conventions. First place winners will be announced if the convention follows the majority of state conventions.
- ~~5.4.~~ Prepare a list of winners, duplicate and distribute at the annual convention.
- ~~6.5.~~ Assist the Region Director in the presentation of Awards.
- ~~7.6.~~ Request space at conventions for the display of Awards.
- ~~8. Serve as a member of the NGC Awards Committee and assist the NGC Awards Chairman as requested.~~

#### **6f. Book of Recognition**

1. Contributions, honorariums and memorials are recorded in the *Book of Recognition*.
2. Upon the death of a current PRGC Officer (~~other than the Region Director~~) or Chairman, the name of the person shall be recorded in the PRGC *Book of Recognition*. For a current Region Director, the memorial shall be determined by the Executive Committee.
3. Upon the death of a former Region Director, their name shall be recorded in the PRGC *Book of Recognition* ~~with a \$25 donation~~.
4. Send donations to the *Book of Recognition* chairman, with checks payable to Pacific Region Garden Clubs, Inc.
5. For memorial contributions, state the name of the person in whose memory the donation is given and name and address of next of kin.
6. For honorarium, state name and address of honoree.
7. For all donations, state name and address of donor.
8. Monies to *Book of Recognition* will be deposited in the Scholarship Fund.

#### **6g. Convention Chairman and Vice Chairman**

1. Review and follow the *Convention Procedures* for PRGC.
2. Report to the Conventions Coordinator and the Region Director.

#### **6h. Conventions Coordinator**

1. Maintain Convention Record Summary of attendance, rooms booked, number at meals, budgets, financial records, etc. as outlined in the *Convention Procedures*.
2. Send copies of convention records to the chairmen of future PRGC Conventions.
3. Review PRGC convention hotel contracts.  
Convention Reports Coordinator – deleted folded into conventions coordinator

#### **6i. Life Membership**

1. Promote Life Memberships in *WACONIAH*. Life Memberships benefit the Scholarship fund.
2. Receive Life Membership applications with \$75.
3. Issue Life Membership certificates and pins.
4. Maintain a list of PRGC Life Members.

#### **6j. NGC Schools**

Encourage and promote the following NGC schools, and assist the individual schools chairmen as requested.

Environmental Schools / Refreshers

Flower Show Schools & Symposia

Gardening Schools / Refreshers

Landscape Design Schools / Refreshers

#### **6k. Organization Study**

1. Have available current copies of PRGC *Bylaws* and *Standing Rules*.
2. Update as required.
3. Prepare a complete revision when needed and as requested by the Region Director or incoming Region Director.
4. Publish revised PRGC *Bylaws* and *Standing Rules* on the website.

#### **6l. Personnel**

1. Receive Personnel Forms from State Presidents or State Personnel Chairmen.

2. Make copies for the current Region Director and the incoming Region Director, keeping one for the file.
3. If service to NGC is indicated, submit to the NGC Personnel Chairman.

#### **6m. Region Project**

1. Promote the Region Director's Project.
2. Prepare the award entry for NGC Award of Excellence #25.

#### **6n. Scholarship**

1. Coordinate the PRGC Scholarship Program and select recipients.
2. Review application form annually and revise as necessary.
3. Observe all deadlines.
  - (a) January 31 or as published by the Scholarship Chairman, Postmark deadline for student applications to State Scholarship Chairman.
  - (b) March 15 or as published by the Scholarship Chairman, Receipt deadline for one application per state to PRGC Scholarship Chairman.
4. Scholarship recipient shall be announced in April and presented at the PRGC Convention, when feasible.
5. Inform Region Director and Awards Chairman of the selection prior to the convention.
6. Advise the recipient to ask the university to send proof of full-time enrollment to the Treasurer.
7. Advise the Treasurer to send checks to the university, one-half in the Fall and one-half in the Spring, after receiving proof of full-time enrollment for Fall and Spring quarters/semesters.

#### **6o. WACONIAH - The Official publication of PRGC – Editor and Subscriptions/Circulation**

- (a) There shall be at least four issues per year: August, November, February, May or as needed
1. Complimentary eCopies shall be sent electronically by the Circulation Chairman to:
  - (a) NGC President, Vice Presidents and Region Directors.
  - (b) NGC Headquarters
  - (c) *The National Gardener* and *Keeping In Touch* Editors
  - (d) PRGC Board of Directors members
  - (e) Newsletter Editors in PRGC States, other region Newsletter Editors
  - (f) Member state presidents to facilitate availability to members, clubs, and districts.
2. Subscription price for black and white hard copies shall be \$25.00 for two years for delivery by US Postal Service, payable to PRGC and sent to the Circulation Chairman.
3. Costs of printing and mailing by First Class mail shall be budgeted.
4. Use of the *WACONIAH* email list is restricted to the transmission of the publication. Any other use is at the discretion of the Region Director.

#### **6p. Ways and Means**

1. Plan activities with Region Director.
2. Coordinate Ways and Means projects with States and Region Convention Chairmen.
3. Collect money and deposit with the Treasurer as required.
4. PRGC Scholarship Boosters: Anyone who wishes to be a PRGC Scholarship Booster shall pay a minimum of \$30 per term, check payable to PRGC.
5. *WACONIAH* Gems: \$15 honors a person in *WACONIAH* for their service, dedication or efforts.

#### **6q. Website**

1. Maintain and update the PRGC website in cooperation with the Region Director.
2. Provide current usernames and passwords to the Region Director.

## 7. EMAIL VOTING GUIDELINES

The Executive, Finance and Awards Committees are permitted to conduct business ~~of an URGENT nature electronically~~ by electronic means. Business requiring an email vote should be of an urgent nature. Urgent is defined as specific questions requiring immediate action that cannot wait until the next scheduled meeting. The following are guidelines to be observed when an email vote is conducted.

1. Send the proposed motion to the parliamentarian for review to insure clarity and intent.
2. The action to be approved shall be presented in the form of a motion sent electronically to each committee member, including a request for confirmation of receipt.
3. An explanation of the circumstances, including why the matter cannot wait for the next meeting, must accompany the motion.
4. A discussion period will be defined, at the end of which time the motion will be restated as is or clarified as needed to address the discussion comments. Comments, either positive or negative (debate), may be made by any voting member and should be **sent to all**.
5. The name of the person to whom the vote is to be returned and the period of time allowed for voting will be included.
6. Votes should be sent "**reply all**."
7. A vote may be changed up until the time the motion has been declared adopted/defeated.
8. A motion will be considered adopted whenever a majority vote of the entire committee in the affirmative is reached, even if it is before the end of the specified time period.
9. After compiling the votes, report to entire committee:
  - (a) Date and time the motion was sent and the polls were open
  - (b) Number of votes needed for approval
  - (c) Number of votes cast
  - (d) Number in favor
  - (e) Number opposed
10. The motion and the result of the vote shall be recorded in the minutes of the next meeting of the committee.