

BYLAWS

District IV Of Texas Garden Clubs, Inc.

(Revised June, 2023)

BYLAWS

District IV of Texas Garden Clubs, Inc. (Revised March 2023)

ARTICLE I – NAME

The name of this organization shall be District IV of TEXAS GARDEN CLUBS, INC., known geographically as Coastal Prairie, and shall be referred to hereinafter as District IV.

ARTICLE II – OBJECTS & PURPOSES

The objectives and purposes of this non-profit organization are as follows:

1. To operate on a non-profit basis and exclusively for benevolent, charitable, scientific, and educational purposes conducive to the well-being of the community and useful to the public.
2. To coordinate and further the interests and activities of District IV and Texas Garden Clubs, Inc., together with similar organizations.
3. To aid in the protection and conservation of natural resources, to protect civic beauty, to encourage the improvement of roadsides and parks, and to promote garden therapy.
4. To advance the fine art of gardening, of landscape design and the study of horticulture and floral design.
5. To further horticultural and floricultural education, conservation, and landscape design through gift scholarships.
6. To promote youth communication through club sponsorship of Junior, Intermediate and High School Garden groups; to teach the youth through involvement in poster, speech and essay contests.
7. To restrict the activities of the organization so that it shall not be used or operated for private profits and to insure that no property of the organization shall inure to the private profit of any member or special group or be used for any purpose other than enumerated in Item 1 above. This organization is organized exclusively for charitable scientific and education purposes and all activities shall be in furtherance of such purposes.

ARTICLE III – DISSOLUTION

In the event of its dissolution, any remaining assets of District IV shall be distributed only to non-profit organizations which are at the time qualified for exemption from Federal Income Tax as an organization described under the Tax Reform Act of 1969 as a non-profit Private Organization.

ARTICLE IV – BOUNDARIES & AREAS

Section 1 The boundary lines of District IV shall be as set out in the Bylaws of Texas Garden Clubs, Inc., Article XIX, Section 2, Item 4. which includes the twenty- three (23) counties of Austin, Brazoria, Calhoun, Chambers, Colorado, DeWitt, Fayette, Fort Bend, Galveston, Gonzales, Hardin, Harris, Jackson, Jefferson, Lavaca, Liberty, Matagorda, Montgomery, Orange, Victoria, Waller, Washington, and Wharton.

Section 2 The District shall be divided into nine (9) Areas with the clubs equally divided among the Areas.

Section 3 The District Director, the Membership Chairman and a former District Director shall meet at the beginning of each administration to reassign clubs as necessary to maintain an equal distribution among the Areas.

Section 4 For travel, economy or convenience, a border club may transfer into or out of District IV, as provided in the Bylaws of Texas Garden Clubs, Inc., Article XIX, Section 1-e.

ARTICLE V – MEMBERSHIP

The membership of District IV shall consist of two (2) classes: Voting Members and Non-voting members.

Section 1 VOTING MEMBERSHIP – Voting membership shall consist of:

- a) Garden clubs paying per capita dues to Texas Garden Clubs, Inc. and annual dues to District IV. A club shall first secure membership in Texas Garden Clubs, Inc. by sending the State Membership Chairman:
- (1) a completed application form with
 - (2) a written recommendation from a member club in the same District
 - (3) a check covering State dues for the first year
 - (4) a complete roster of members.

After acceptance by Texas Garden Clubs, Inc., a club shall secure membership in District IV by sending the District IV Membership Chairman:

- (1) a completed application form with
- (2) a check covering District IV dues for the first year
- (3) Councils of Garden Clubs composed exclusively of three (3) or more federated clubs in good standing, paying annual dues to Texas Garden Clubs, Inc., shall be admitted to District IV membership by payment of annual District dues.

Section 2 NON-VOTING MEMBERSHIP – Non-Voting Membership shall consist of three (3) classes: Life, Affiliate and Youth Gardeners. Non-voting members shall have the right to attend any semiannual convention of District IV but shall not have the right to vote or debate unless they are accredited delegates from their own garden club.

- a) District IV Life Membership may be obtained by sending a check for twenty-five dollars (\$25.00) to District IV for which the member shall have his /her name listed in a special Life Membership Book, receive a green District IV Life Membership Ribbon, and upon request, receive a life subscription to the District IV Newsletter.
- b) Other Non-Voting Memberships may be obtained as provided in the Bylaws of Texas Garden Clubs, Inc., Articles IV and V.

ARTICLE VI – DUES & FISCAL YEAR

Section 1 FISCAL YEAR

- a) The Fiscal Year of District IV shall be from June 1 through May 31.
- b) Dues are payable to the District IV Treasurer April 1 and shall be delinquent after May 31.
- c) Affiliate Members' dues shall be payable April 1 and shall be considered delinquent after May 31.

Section 2 DUES & DELINQUENCIES

- a) The annual dues to District IV of each club, council or affiliate shall be ten **dollars (\$10.00)** per year.
- b) As provided in the Bylaws of Texas Garden Clubs, Inc., Article V, Section 2, clubs shall be dropped from membership if dues are not paid by October 31. Clubs failing to remit dues by October 31 shall be excluded from the State Awards Programs.
- c) Dues paid by new clubs joining after January 1 shall be applied to the following club year.
- d) No dues received for the following administration shall be used by the present administration.
- e) Current membership dues in Texas Garden Clubs, Inc., and in District IV shall be paid in order for a club to be in good standing, eligible to vote, debate and receive awards.

ARTICLE VII – OFFICERS, ELECTIONS, TERMS & VACANCIES

Section 1 ELECTED & APPOINTED OFFICERS

- a) Elected Officers of District IV shall be a Director, five Vice-Directors, one of whom shall be designated and elected as Director-Elect, a Recording Secretary, a Corresponding Secretary, a Treasurer and one Area Coordinator from each Area.

- b) Appointed Officers shall be a Parliamentarian and a Director's Aide, appointed by the Director with the approval of the Executive Committee.

Section 2 ELECTIONS & TERMS

- a) Officers shall be elected for two (2) year terms at the Spring Convention in even-numbered years. The term of office, except for the Treasurer, shall run concurrently with that of the President of Texas Garden Clubs, Inc. The term of the Treasurer shall run from June 1 through May 31, the fiscal year. No officer shall be elected for two (2) consecutive terms in the same office or hold more than one office at a time, except that the Treasurer of one administration may complete her term and, at the same time, take another office at the Spring Convention.
- b) Nominations may be made from the floor. A majority of votes cast shall constitute an election. Election of officers shall be by ballot; however, if there is only one nominee for an office, voting may be *viva voce*.
- c) The Director shall also be elected as a State Officer, for a two (2) year term, at the Fall Convention of Texas Garden Clubs, Inc., in even-numbered years; therefore, the State Nominating Committee shall be notified immediately by the incumbent Director of the name, address, telephone number and email address of the District Director-Elect following election at the District IV Spring Convention in even-numbered years.
- d) Officers shall be installed during the District IV Spring Convention in odd-numbered years and, except at the Treasurer, shall take office at that time. The Treasurer shall take office on June 1 in odd-numbered years.

Section 3 VACANCIES

- a) The Nominating Committee shall fill any vacancy in the slate of officer's elect. The candidate/s shall be elected at the first convention following the vacancy.
- b) In the event of a vacancy occurring during a term of office, other than Director, the vacancy shall be filled by the District IV Executive Committee subject to ratification by the Board of Directors.
- c) In the event of a vacancy in the office of Director, the Vice-Director/Director-Elect, shall immediately assume the duties of Director.
- d) If the Vice-Director/Director-Elect assumes the duties of Director at a time when there are twelve (12) months or less remaining in the term, she shall retain the title of Director-Elect and shall serve the following full term as Director. In this case, the Executive Committee shall elect, and the Board of Directors shall ratify, a replacement to the single office of Vice-Director Budget/Finance to fill the remainder of the term.
- e) If the Vice-Director/Director-Elect assumes the duties of Director at a time when there are more than twelve (12) months remaining in the term, she shall relinquish the title of Director-Elect. She shall not serve in the following administration as Director. In this case, the Executive Committee shall elect and the Board of Directors shall ratify a replacement to the office of Vice-Director/Director-Elect to fill the remainder of the term. The person so elected shall meet the qualifications listed in Article VIII, Section 4.

ARTICLE VIII – NOMINATIONS & QUALIFICATIONS

Section 1 DELEGATES TO STATE NOMINATING COMMITTEE

- a) The Board of Directors, at the Spring Convention in odd-numbered years, shall nominate and elect: one (1) Delegate to serve as a member of the State Nominating Committee; one (1) Alternate to serve in the event the Delegate is unavailable.
- b) The Delegate and Alternate shall be ratified by the District IV voting body at the Spring Convention in odd-numbered years.
- c) The Director shall immediately notify the Chairman of the State Nominating Committee by letter or email of the name, address, telephone number and email address of the Delegate and the Alternate.
- d) The elected Delegate and/or Alternate shall attend the State Nominating Committee meetings instructed to support District IV candidates chosen by a majority vote of District IV; also, to support other candidates for State Office endorsed by District IV members.

- e) Since the State Nominating Committee cannot act without a Delegate or either Alternate from each District, if neither the Delegate nor the Alternate is able to serve, the Director is authorized to appoint a Delegate who is eligible and able to serve. The appointed Delegate shall act in the absence of both the Delegate and the Alternate.
- f) Members of the State Nominating Committee shall not serve two (2) successive terms.
- g) A Member (Delegate) of the State Nominating Committee shall have served a minimum of two (2) years on the Board of Directors at State and District levels, and shall have attended two (2) of the last four (4) State Conventions.

Section 2 CANDIDATE FOR STATE OFFICE

- a) The voting body of District IV, at the Spring Convention in even-numbered years, shall nominate and elect by ballot: one (1) Candidate to serve as Nominee for State Office; one (1) Alternate Candidate to serve as Nominee for State Office.
- b) To be eligible for elective office in Texas Garden Clubs, Inc., a member shall have served a minimum of two (2) years or currently serving on the Board of Directors of Texas Garden Clubs, Inc., at the time of nomination, and shall have attended a minimum of three (3) of the last four (4) semiannual State Conventions.

Section 3 DISTRICT IV NOMINATING COMMITTEE

- a) The Executive Committee shall elect the Chairman and an Alternate at the Fall Meeting in odd-numbered years.
- b) **The Executive Committee shall approve one (1) Delegate and one (1) Alternate from each Area in the District as presented by the Area Coordinators at the Fall Meeting in odd-numbered years. The members nominating a delegate or alternate to the Nominating Committee shall be prepared to list the nominee's qualifications.**
- c) The Chairman of the District IV Nominating Committee shall be an active Former District Director. No Chairman of the Nominating Committee may serve two (2) successive terms.
- d) District Nominating Committee Delegates must have served two (2) years, or be currently serving on the Board of Directors of District IV and have attended at least one (1) District IV Convention in the previous two (2) years.
- e) The Nominating Committee shall nominate a complete slate, including all elected officers listed in Article VII, Section 1-a. The current Director-Elect shall be nominated as Director.
- f) Except as provided in Article VII, Section 3-e, the Vice-Director/Director-Elect shall become Director in the following administration.
- g) A minimum of two (2) weeks' notice shall be given to the members of the Nominating Committee as to time and place when the Chairman call a meeting. If the Delegate is unable to serve, the Alternate will serve instead. If necessary, several meetings of the Committee shall be held to secure qualified nominees for the respective offices. Each Delegate is expected to bring to the meeting the names of at least three (3) members qualified to serve as Director-Elect and other District IV officers.
- h) The Chairman of the Nominating Committee shall send a written report to the Director on/or before January 20 in even-numbered years.
- i) Nominations may be made from the floor, provided the person/s nominated are fully qualified for the office and are present at the meeting.
- j) The Nominating Committee is not discharged until the slate of nominees is elected and installed.

Section 4 OTHER QUALIFICATINS

- a) District Director nominees must have served as an officer or committee chairman of District IV and have attended a minimum of one (1) State Convention in the previous two (2) years.
- b) The member selected for Vice-Director/Director-Elect nominee must have served or be currently serving a term on the Board of Directors of District IV and have attended two (2) District IV and one (1) State Convention during the previous two (2) years and must agree to attend a minimum of one (1) State Convention during her term of office.

- c) Other District IV officer nominees must have served or be currently serving a term on the Board of Directors of District IV and have attended one (1) District IV or State Convention during the previous two (2) years.
- d) Area Coordinator nominees must have served as an officer of a member garden club and attended at least one (1) District IV Convention in the previous two (2) years. Preference should be given to nominees belonging to a club in the Area when possible.

ARTICLE IX – DUTIES OF ELECTED & APPOINTED OFFICERS

Section 1 DIRECTOR

- a) The Director shall comply with Article X, Section 10, of the State Bylaws by aiding all member garden clubs in the District that request assistance.
- b) Appoint a Parliamentarian, a Director's Aide and Chairmen of Standing and Special Committees, subject to the approval of the Executive Committee.
- c) Be an *ex-officio* member of all committees except the Nominating Committee.
- d) Preside at all Conventions of District IV and meetings for the Executive Committee and Board of Directors.
- e) Be responsible for the District IV Newsletter.
- f) Together with the local Convention Chairman, plan the entire program for Conventions of District IV.
- g) Consolidate all of the Area Coordinators' reports into a District report and submit it to the State President by March 1.
- h) Be prepared to give reports of accomplishments in District IV at the State Spring Conventions, with a copy on file in the Director's records.
- i) Convene the Executive Committee for the purpose of transacting business within approximately sixty (60) days following Installation in the odd-numbered years. However, after election to office and prior to installation, the incoming Director may convene the Executive Committee for planning purposes.

Section 2 VICE-DIRECTOR/DIRECTOR ELECT

- a) **The Vice-Director/Director Elect shall Chair the Budget and Finance Committee, with authority to sign checks for the withdrawal of funds in case the Treasurer is unable to serve for any reason.**
- b) Assist the Director in the work of District IV and, in the absence of the Director, perform the duties of that office.
- c) Present the biennial budget, showing anticipated income and expenditures, to the Executive Committee for approval at its first meeting following Installation, to be adopted at the first District IV Convention General Assembly.

Section 3 VICE-DIRECTOR – NEWSLETTER

- a) The Vice-Director shall be the Editor of the District IV Newsletter, under the supervision of the Director.
- b) Publish a minimum of three (3) newsletters each club year and more as deemed necessary.
- c) Compile and maintain a complete mailing list.

Section 4 VICE-DIRECTOR – MEMBERSHIP

- a) The Vice-Director shall Chair the Membership Committee.
- b) Initiate and carry out programs for increasing the membership of existing clubs and for organizing new clubs.
- c) Work closely with area Coordinators.
- d) Compile and maintain a list of District IV clubs, with names and addresses of current Presidents. provide copies of list to Executive Committee and pertinent chairmen.

Section 5 VICE-DIRECTOR – AWARDS

- a) The Vice-Director shall Chair the Awards Committee, being responsible for processing all awards that are presented at the District IV Spring Convention.
- b) Prepare a list, suitable for publication, of all awards and winners, and submit copies to the Director and the Newsletter Editor.

Section 6 VICE-DIRECTOR – ORGANIZATION STUDY

- a) The Vice-Director shall Chair the Organization Study Committee.
- b) Be responsible for the updating and presentation of necessary changes in the Bylaws.

Section 7 RECORDING SECRETARY

- a) The Recording Secretary shall keep, in permanent form, the minutes of all regular and special meetings of District IV, the Board of Directors and the Executive Committee.
- b) Be custodian of all records pertaining to the office.
- c) Within two (2) weeks following a convention, send a copy of the minutes to each member of the committee appointed by the Director to approve them.
- d) No later than May 1 and January 1, distribute copies of the approved, or corrected and approved minutes to the Director, Vice-Director/Newsletter and Parliamentarian.

Section 8 CORRESPONDING SECRETARY

- a) The Corresponding Secretary shall conduct all correspondence designated by the Director, Executive Committee and the Board of Directors.
- b) Keep current lists of those members of District IV who are Life members of District IV, of Texas Garden Clubs, Inc. and of National Garden Clubs, Inc.
- c) Keep attendance records of Executive Committee and Board of Directors meetings.
- d) **Serve as liaison to the affiliate clubs. She shall have same duties and responsibilities as Area Coordinators as described in Article IX, Section 10-a, b, d, e, and f.**

Section 9 TREASURER

- a) The Treasurer shall receive and deposit all funds of District IV; issuing duplicate written receipts, one copy for the proper chairman and one copy retained in the Treasurer's file.
- b) Pay appropriations and bills as listed in the Budget, upon approval by the Director, and other disbursements after bills are initialed and approved by the Director.
- c) Furnish the Awards Chairman a list of contributors (February 1 – February 1) for Certificate of Appreciation awards.
- d) Upon request, provide Director and Budget/Finance Chairman a detailed financial report.
- e) Be empowered to establish a fund for the immediate use of the new administration; sum to be the minimum for opening a checking account.
- f) Submit copies of financial statements at conventions, and at the close of her term submit a final financial report to the Director and other pertinent officers.
- g) Submit the books and records for audit at the close of her term of office on May 31, and deliver to her successor all funds and all other property and records of the office.

Section 10 AREA COORDINATORS

Each Coordinator shall:

- a) Coordinate the interests of the clubs in her Area and advance the objectives of District IV.
- b) Assist clubs in her Area, acting as a source of information and inspiration.
- c) Represent the Area at District IV Conventions, Executive Committee and Board of Directors meetings.
- d) Present an approximately two (2) minutes summary report of any outstanding or unusual accomplishments of clubs in her Area at the District IV Spring Convention.
- e) Be responsible for Presidents' Reports.
 - 1) Mail President's Report forms to each Club President between January 1 and January 5.
 - 2) See that the President's Report forms are returned by Club Presidents no later than February 1.
 - 3) From these President Reports prepare the Area Coordinator's Report and submit it to the Director on or before February 15.
 - 4) Forward all Presidents' Reports to the Director after recording necessary information selecting the best reports for competitive competition.
- f) **Keep a record showing the number of members, the club rating, the name, address, phone number and email address of Club Presidents in her Area. Prepare duplicate of list for Membership Chairman and Newsletter Editor no later than May 1.**

- g) Present a delegate and an Alternate from her Area to serve on the District IV Nominating Committee in the Fall Meeting of the Executive Committee of odd-numbered years.
- h) The Area Coordinator shall be responsible for organizing or obtaining a host club for the Spring Convention when the rotation of this responsibility falls to her Area.

Officers shall

- a) Perform such other duties as may from time to time be assigned by the Director or the Executive Committee.
- b) Render written reports in triplicate at the Annual Spring Convention one copy to be submitted to the Director, one to the Recording Secretary and one to Vice-Director/Newsletter.
- c) Attend all scheduled meetings.

Section 12 PARLIAMENTARIAN

- a) The Parliamentarian shall be appointed by the Director, with the approval of the Executive Committee.
- b) Upon request, give opinions on parliamentary procedures and interpretation of the Bylaws of District IV.
- c) Upon request, assist member clubs in formulating or amending their bylaws.
- d) Have ballot sheets available at conventions for use as needed.

Section 13 DIRECTOR'S AIDE

- a) The Director's Aide shall be appointed by the Director with the approval of the Executive Committee.
- b) Assist the Director as requested.

Section 14 BOOKS, RECORDS, & AUDIT

- a) Each officer, except the Treasurer, at the expiration of her term of office, shall deliver to her successor, within one (1) month all books and records of the office.
- b) The Treasurer, at the expiration of the term of office on May 31, shall submit books and records for audit.
- c) The Auditor/s shall be determined and approved by the Executive Committee in the Spring of odd-numbered years.

ARTICLE X – COMMITTEES

Section 1 ESTABLISHMENT

Standing, Special and Temporary Committees, as deemed necessary to carry on the work of the organization, may be established by the Director. The Director shall appoint the chairman of each committee established, subject to the approval of the Executive Committee.

Section 2 DUTIES

- a) The Chairman of each committee, including Vice-Directors' committee, shall appoint a co-chairman and as many committee members as are required to serve District IV in the most effective manner.
- b) The Chairman shall notify the Director and Recording Secretary of all appointments.
- c) The work of all standing committees shall first embrace the general duties of like committees of Texas Garden Clubs, Inc. and each District IV committee chairman shall coordinate the work of her committee with that of the corresponding State Chairman.

Section 3 REPORTS

Each Chairman shall render a written report in triplicate at the annual District IV Spring Convention: one (1) copy to be submitted to the Director, one (1) copy to be filed with the Recording Secretary, one (1) copy to the Vice-Director/Newsletter.

Section 4 RECORD TRANSFER

Each chairman shall deliver to her successor within one (1) month after the expiration of her appointment such books and records as belong to the committee.

ARTICLE XI – EXECUTIVE COMMITTEE, BOARD OF DIRECTORS & ADVISORY BOARD

Section 1 EXECUTIVE COMMITTEE

- a) Shall consist of the elected officers, the appointed officers and all former District IV Directors. The appointed officers shall not have the right to vote.
- b) Have, possess and exercise all powers, duties and responsibilities of the Board of Directors between conventions, including the filling of vacancies.
- c) Approve all appointments made by the Director.
- d) Approve auditor/s.
- e) Meet prior to meetings of the Board of Directors.
- f) Make reports and recommendations to the Board of Directors.
- g) Meet as called by the Director or upon the request of four (4) or more members.
- h) Attend all meetings, except for illness or death in the family, or by special excuse from the Director.

Section 2 BOARD OF DIRECTORS

- a) Consists of the elected officers, the appointed officers, former Directors, Headquarters Trustee and the Chairmen of all committees of District IV.
- b) Be empowered to transact business of District IV, be responsible for its operation and take action on matters presented by the Executive Committee.
- c) Meet at least twice a year: 1. prior to the District IV Spring Convention and 2. at the Fall Meeting with the Executive Committee.
- d) Meet as called by the Director, or upon written request of ten (10) or more members.
- e) Vote by mail on any question within its jurisdiction in the event of a national emergency.
- f) Members shall attend at least three (3) meetings in the two (2) year period, unless absence is excused by the Director.

Section 3 ADVISORY BOARD

- a) Shall consist of all active former Directors.
- b) On request of the Director, serve in an advisory capacity.

Section 4 REMOVAL FROM OFFICE OR CHAIRMANSHIP

- a) The Executive Committee shall replace any elected officer who is unable to or fails to function and/or who misses two (2) consecutive meetings.
- b) The Director, subject to the approval of the Executive Committee, may request the resignation of any appointed officer or committee chairman who is unable to or fails to function and attend meetings as required.

ARTICLE XII - STATE TRUSTEE (Headquarters Committee)

Section 1 DUTIES

The Trustees direct and control the operation of Headquarters in Fort Worth and employees therein consultation with the State President, and subject to ratification of the State Board of Directors. They shall make recommendations on the investment of all Endowment Funds.

Section 2 NOMINATION

At a meeting prior to the Spring Convention of District IV in 1982, and at four (4) years intervals thereafter, a District IV State Trustee shall be nominated by the District Nominating Committee at the same time the other officers are nominated. Each person nominated must be a member of a club in good standing, have served on the State Board of Directors at least two (2) years and have attended at least two (2) out of the last three (3) State Conventions.

Section 3 ELECTION

The Trustee shall be elected at the regular meeting following her nomination. Nominations may be made from the floor. Election shall be by ballot unless there is only one (1) nominee, and then voting may be *viva voce*. A majority of votes cast shall constitute an election.

Section 4 RATIFICATION

The name of the Trustee-Elect shall be sent by the District Director to the Chairman of the State Nominating Committee at least three (3) months prior to the State Fall Convention in the even-numbered years in order that her name may be placed on the slate and presented for ratification.

Section 5 VACANCY

Should a vacancy occur:

- a) Prior to State installation, the District IV Nomination Committee shall fill the vacancy.
- b) Following State installation, the District IV Executive Committee shall elect a replacement to fill the remainder of the term, and the person elected shall assume the duties of the office immediately.

ARTICLE XIII – VOTING

Section 1 ELIGIBILITY

Elected officers, appointed officers, former Directors, members of the Executive Committee, Trustee, Presidents and two (2) Delegates (or their Alternates) of all District IV member clubs and councils and Chairmen of all District IV Committees shall be eligible to vote.

Section 2 SINGLE VOTE

All votes shall be cast in person, in only one capacity, even though entitled to vote in any of several capacities.

Section 3 METHODS

- a) Voting shall be *viva voce*, standing or by ballot, as deemed necessary.
- b) When voting by ballot or standing, the presiding officer shall appoint a number of tellers appropriate to the size of the meeting.
- c) The tellers shall take count of a standing vote.
- d) By ballot, the tellers shall distribute and then collect, promptly count and tabulate the ballots and report in writing to the presiding officer, who shall announce the results.
- e) If there is only one (1) nominee for an office, voting may be *viva voce*.

Section 4 EMERGENCIES

In case of a national or state emergency, meetings may be postponed or cancelled upon the approval of the Director and five (5) members of the Executive Committee. In the event of such cancellation, a vote by email, or internet upon any question within the jurisdiction of Officer may be requested by the presiding officer of that body and upon approval of the Executive Committee by mail.

ARTICLE XIV – CONVENTIONS

Section 1 TIME & PLACE

District IV shall hold only a Spring Convention beginning in Spring, 2013 approximately one (1) month before the State Spring Convention. The Executive Committee and Board of Directors shall have a business meeting each Fall, beginning in Fall, 2013. The time and place for both events shall be approved by the Executive Committee.

Section 2 ATTENDANCE

The Convention shall be open to the Board of Directors, all members of garden clubs in good standing and Life Members of District IV, Texas Garden Clubs, Inc. and National Garden Clubs, Inc.

Section 3 MOTIONS

All motions shall be presented to the Director and Recording Secretary in written form, and signed by the person making the motion.

Section 4 CALL

A call to each convention shall be published in the District IV Newsletter at least forty-five (45) days prior to the convention. Official notice of time, place, location, program and other necessary information shall be included.

Section 5 HOSTESS GROUP

- a) The Director shall furnish the Convention Chairman of the Hostess Group the pamphlet "PROCEDURE FOR CONVENTIONS". The Director and the local Convention Chairman shall confer to plan the program and other activities.
- b) Within two (2) months after the close of the convention, the Convention Treasurer shall send the District IV Treasurer a financial statement of the convention income and expenses together with remittance of one-half (1/2) of the net income from the convention.

Section 6 CALLED CONVENTIONS

Special conventions may be called at the discretion of the Director and the specific purpose shall be stated in the call.

ARTICLE XV – QUORUM

Section 1 CONVENTIONS AND FALL BOARD MEETINGS

One fifth (1/5) of those registered and qualified to vote shall constitute a quorum for a convention of District IV.

Section 2 EXECUTIVE COMMITTEE

Seven (7) members shall constitute a quorum for the Executive Committee at the Conventions. At the Fall Board, meetings Five (5) members of the executive Committee Shall constitute a quorum.

Section 3 BOARD OF DIRECTORS

Twenty-Five (25) members shall constitute a quorum for the Board of Directors at the Conventions. At the Fall Board meetings Twelve (12) members of the Board of Directors shall constitute a Quorum.

ARTICLE XVI – PARLIAMENTARY AUTHORITY

ROBERTS RULES OF ORDER, NEWLY REVISED shall be the authority on all questions of parliamentary procedure not covered by these Bylaws.

ARTICLE XVII – AMENDMENTS

Section 1 PROCESSING

These Bylaws may be amended at any Convention or Fall Board Meeting by a two-thirds (2/3) vote of those delegates or board members present and voting, provided the proposed amendment or amendments have been processed by the Executive Committee and notice of the proposed amendment(s) has/have been sent in writing to each member of the Board of Directors of District VI at least thirty (30) days prior to the date of the Convention or Fall Board Meeting.

Section 2 CONFORMITY

Whenever the Bylaws of Texas Garden Clubs, Inc. are amended, these Bylaws shall be amended, if necessary, in order to conform.

DISTRICT IV BYLAWS
REVISED BY
Vice Director ORGANIZATIONAL STUDY
DATE June 20, 2023
Nancy Giffhorn, Vice Director/Organizational Study
Cindy Heckaman, District IV Director

DISTRICT IV – TGC, INC.
STANDING RULES
Revised June 2024

1. The membership roster of District IV, Texas Garden Clubs, Inc. shall not be given to anyone to be used as a mailing list for advertising or soliciting purposes.
2. Scholarships in Horticulture, Floriculture, Forestry, Conservation, Landscape Design, Botany, Agronomy, Environmental Study, Urban Planning, and allied subjects shall be given, First Place winner to be awarded a minimum of \$500.00.
3. A memorial donation of \$25.00 shall be given to the Garden Therapy Fund in lieu of flowers upon the death of a former Director or current member of the Executive Committee or immediate family, or a current member of the Board of Directors. The Treasurer or Director is to be notified and the Treasurer will make the donation without it being ratified. A \$45.00 memorial donation will be placed in *The Lone Star Gardener* upon the death of a former Director.
4. A sum not to exceed \$200.00 may be advanced to the hostess group for a District IV Convention with the stipulation that the money will be refunded. After advance is refunded, all net profits from a District IV Convention are to be divided, one-half (1/2) to the hostess group and one-half (1/2) to District IV.
5. The Director's allotment for her first year in office shall be approximately \$650.00 to include two (2) State Conventions, one (1) Regional and one (1) National Garden Club Convention. **Annual personal expenses for the Director shall be \$400.00. i.e. No matter how allocated.]**
6. The second year of an administration the incoming Director will be the representative at the Regional and National Garden Clubs Conventions. Her allotment for these Conventions shall be approximately **\$375.00.**
7. Expenses (postage, telephone, etc.) of other officers and/or chairmen are the responsibility of the individual; exception: specific budgeted items. Reimbursement is made only with prior approval of the Executive Committee.
8. The District Director shall have her name entered in the President's Book at State at the beginning of her administration. In addition, she may be presented a Life Membership in District IV as well as a Life Membership in Texas Garden Clubs, Inc., or in National Garden Clubs, Inc. When the Director already possesses Life Memberships in both State and National, a donation in her name may be made at the end of her administration, equivalent to the sum of a Life Membership as budgeted, to one of the District, State, Regional or National projects.
9. **Sales at District IV Conventions shall be limited to the Hostess Group and District IV. An adjunct of the District sales table may be added, if approved by the Executive Committee, and with the provision that District IV shall receive a minimum of ten percent (10%) of the Gross Sales.**
10. **Cash awards shall be awarded to the top competitive winner in Garden Clubs of the Year in Gold, Silver, Bronze and Green. For Youth Poster and Poetry, the amount of the monetary awards is based on the entries received. Other Awards may be given if sponsorship is provided at the recommendation of the Awards Chairman and Director with the approval of the Board of Directors, or Executive Board.**
11. The Garden Therapy project shall be the recipient of the entire District IV Life Membership amount of \$30.00.

12. The subscription to the District IV Newsletter shall be \$15.00 per year for printed and mailed copies. Subscriptions are free to all members if transmitted electronically.
13. Life members shall receive a free Newsletter by e-mail. They must provide a current e-mail address.
14. All cell phones are to be set to vibrate during a business meeting.
15. All Committee Chairmen shall destroy the applications and other papers pertaining to their committees after 2 Terms (four years). The winning Awards will have been presented at Convention and published in the Summer Issue of the Newsletter.
16. The Spring Convention will be sponsored by the nine (9) Areas beginning with Spring, 2013 in the rotation starting with Area 7. If one Area is unable to hold a Convention in their rotation, permission may be given by the District Director to trade with the next Area in rotation. Then they will assume the next Convention, allowing them more time.
17. The host club of District IV conventions should cover the Director's expenses for Meals, Registration, Hotel and Travel.
18. The Director's Expenses being budgeted shall cover only the Registration Package of Conventions other than District IV conventions. These should be paid directly by District IV Treasurer at the time of registration.
19. All expenses being reimbursed need to be supported with receipts.
20. All District IV Newsletters should be sent electronically to club presidents or a designated club representative to save on postage.
21. Business of the executive committee on an urgent matter may be transacted by electronic device or postal mail as authorized by the Director.
22. District IV has adopted to use the Texas Parks and Wildlife Threatened and Endangered Plants list effective Fall, 2022.