

**RULES OF ORDER
OF
THIRD DISTRICT
FEDERATED GARDEN CLUBS OF NEW YORK STATE, INC.**

ARTICLE I: NAME

The Third District of the Federated Garden Clubs of New York State, Inc. as shown in Article II of the By-laws of the Federated Garden Clubs of New York State, Inc., is the name of this organization: hereinafter sometimes referred to as the District.

ARTICLE II: OBJECTS AND PURPOSES

Section 1. The object and purposes of Third District shall be to cooperate in carrying on the goals of Federated Garden Clubs of New York State, Inc.; hereinafter sometimes referred to as the Federation.

Section 2. In the event of the dissolution of the Third District of the Federated Garden Clubs of New York State, Inc. the assets of the Third District shall be distributed to non-profit organizations whose purposes align with those of the Federation.

ARTICLE III: DISTRICT THREE

The geographical location of a garden club or garden department shall be the key to District membership in the Federation. Exceptions may be authorized by a two-thirds vote of the Federation Board of Directors present at a meeting, with the approval of the Directors of the two Districts involved. The allocation of Counties within Third District shall be: Albany, Columbia, Dutchess (part), Greene, Rensselaer, Schenectady, Schoharie and Ulster.

ARTICLE IV: MEMBERSHIP

Section 1. A garden club, garden section or garden department, within the area of Third District, which meets the requirements as set forth in Article IV, Sections 1 and 2 (paragraph 1) of the Federation By-laws, may apply for membership in the Federated Garden Clubs of New York State, Inc.

Section 2. Privileges of membership, as set forth in Article IV, Section 2 (paragraph 2) of the Federation By-laws apply to club members in Third District.

ARTICLE V: APPLICATION AND APPROVAL OF MEMBERSHIP

SECTION 1. Application for membership shall be in writing, addressed to the Third District Director, stating the name and location of the applicant club, the names

and addresses of the Officers, a list of club members' names and addresses signed by an executive officer of the club and accompanied by payment of Federation dues for each member listed. After review and approval, the District Director shall submit the application to the Federation Board of Directors for action.

Section 2. Application for membership shall be subject to the approval of the Federation Board of Directors, as set forth in Article V, Section 2, of the Federation By-laws.

ARTICLE VI: DUES AND FEES

Section 1. Federation dues, and payment of them are set forth in Article VI, Section 1 and 2 of the Federation By-laws.

Section 2. District dues of \$2.00 per capita, based on the paying members of each club, garden section, or department shall be payable to the District Treasurer by May 1st of each year.

Section 3. Fees for District activities shall be fixed by the District Board of Directors as the occasion may warrant.

Section 4. Garden clubs or garden departments applying for reinstatement to the Federation, having resigned in good standing, shall pay a fee of \$10.00. The fee for clubs requesting reinstatement, not in good standing, shall be determined by the Federation Executive Committee Article VI, Section 4, Federation By-laws as amended 09/26/77.

Section 5. Garden clubs or garden departments elected to membership after January 1st of any year shall be billed for dues as set forth in Article VI, Section 5 of the Federation By-laws.

Section 6. The fiscal year for the Third District will begin March 1st and end on the final day of February.

ARTICLE VII: DURATION OF MEMBERSHIP

Section 1. Membership in the Federation and the District shall continue so long as the member club pays dues and conforms to the objects and purposes of the Federation.

Section 2. Any garden club or garden department failing to pay Federation dues within (60) days of the prescribed date may be suspended by order of the Federation Board of Directors and shall be so notified in writing by the Federation Treasurer.

Section 3. If Federation and District dues continue unpaid by October 1st of the same year, the garden club or garden department shall be considered delinquent and

subject to action as set forth in Article VII, Section 2 (paragraph 2) of the Federation By-laws. Penalty for non-payment of Third District dues is set forth in Article XI, Section 3, of these District Rules of Order.

Section 4. Resignation of a garden club or garden department shall be in writing, addressed to the District Director, who shall report such resignation to the Federation Board of Directors.

ARTICLE VIII: DONORS

Section 1. A person may become a Donor in one or more ways, as set forth in Article VIII, Section 1, A, B and Section 2 of the Federation By-laws.

ARTICLE IX: MEETINGS

Section 1. District meetings shall be held or called as set forth in Article IX, Sections 4,5, and 6 of the Federation By-laws.

Section 2. Special District Meetings will be held as set forth in Article IX, Section 5, of the Federation By-laws.

ARTICLE X: QUORUMS

Section 1. Representatives of one-third of the member garden clubs and garden departments of a District shall constitute a quorum at any regular or special meeting of the District, as set forth in Article X, Section 3, of the Federation By-laws.

Section 2. A quorum for District Board of Directors meetings, regular or special, shall be comprised of 40% of the Board members, or which three (3) must be elected officers.

ARTICLE XI: VOTING

Section 1. Those eligible to vote at a District meeting shall be all District Officers, County Chairmen, Chairmen of standing committees, past Directors of the District, and delegates or alternates from each of the member garden clubs and garden departments of the District. The number of such delegates and alternates shall be determined as specified in Article XI, Section 2, of the Federation By-laws.

Section 2. Methods of casting votes, including individual qualified voters are set forth in Article XI, Sections 4,5,6,7,8,9, of the Federation By-laws.

Section 3. Loss of voting privileges at District meetings only shall be the penalty for non-payment of District dues.

ARTICLE XII: OFFICERS

Section 1. The Officers of the District shall be a District Director, a First Assistant Director, a Second Assistant Director, a Recording Secretary, a Corresponding Secretary, a Treasurer, and an Assistant Treasurer.

Section 2. The term of office of all elected officers shall be two years and each shall be eligible for re-election once with the exception of the Treasurer and Assistant Treasurer. The Treasurer and Assistant Treasurer may be re-elected to four terms.

ARTICLE XIII: NOMINATION AND ELECTION OF DISTRICT DIRECTOR AND OFFICERS

Section 1. The garden clubs and garden departments of each District, at a meeting to be held at such time and place as the District Board of Directors may decide, shall elect by ballot, from among themselves, a District Director and such other Officers as set forth in Article XII, Section 1, of these District Rules of Order. District Officers shall assume office in each odd numbered year.

Section 2. The nomination and election of District Director and Officers shall be as set forth in Article XIII, Sections 8 and 9 of the Federation By-laws.

ARTICLE XIV: DUTIES OF DISTRICT DIRECTOR AND DISTRICT OFFICERS

Section 1. Duties of the District Director and District Officers shall be as set forth in Article XIV, Sections 8, 9, and 10 of the Federation By-laws.

Section 2. Upon expiration of their term of office, the District Director, each Officer, County Chairman, and each Chairman of a Standing Committee shall deliver, without delay, to their successor all books, papers, chairman's procedure, and other material in their possession which pertain to the office and are property of Third District.

ARTICLE XV: DISTRICT BOARD OF DIRECTORS

Section 1. The Board of Directors of the District shall be composed of the elected Officers, County Chairmen, and Chairmen of standing committees appointed by the Director.

Section 2. The Board of Directors of the District is vested with full power and authority to direct, control, and administer the business, property, and affairs of the District.

Section 3. The District Director shall call at least two (2) meetings of the District Board of Directors during any one year. Meetings shall be held on Thursdays of those months approved by the District Board of Directors. Any necessary change of the

meeting day or cancellation of any scheduled meeting must be approved by the Executive Committee.

Section 4. On written request of 25% of the District Board members, special meetings shall be called by the Corresponding Secretary.

Section 5. Notice of meetings of the District Board of Directors shall be sent at least ten (10) days prior to the regular meetings and at least five (5) days prior to a special meeting.

Section 6. Officers, County Chairmen and Committee Chairmen unable to attend a regular meeting of the District Board of Directors shall notify the District Director of any matters of importance to be presented to the District Board of Directors. Absence from two (2) consecutive regular meetings, unless excused by the District Executive Committee, shall be cause for automatic dismissal, or in the case of an Officer, cause to declare the office vacant by action of the District Board of Directors.

Section 7. Any Officer or District Director who shall have served more than one-half term in office, shall be deemed to have served a full term.

Section 8. Any vacancy occurring in a non-successive office shall be filled for the unexpired term by vote of the District Board of Directors upon recommendation of the District Director.

ARTICLE XVI: COMMITTEES

Section 1. There shall be such standing and special committees as the District Director may deem necessary to carry out the objects and purposes of the Federation.

Section 2. The County Chairmen and Chairmen of all committees shall be appointed by the District Director.

Section 3. All committees shall meet at the call of the Chairman of the specific committee or at the call of the District Director.

ARTICLE XVII: DISTRICT EXECUTIVE COMMITTEE

Section 1. This committee shall be composed of the elected Officers of the District. The committee shall meet at the call of the Director, when necessary, in order that the business of the District may be carried forward between meetings of the District Board of Directors. The District Executive Committee shall be given the power to make recommendations and, in an emergency, to take immediate action. Absence at two (2) consecutive Executive Committee meetings, unless excused by this committee, shall be considered cause to declare the office vacant.

Section 2. All actions and recommendations of the District Executive Committee shall be fully reported to the District Board of Directors at its next meeting for information and approval.

Section 3. If an action of the District Executive Committee involves the expenditure of District funds, the Treasurer or Assistant Treasurer must be involved in the deliberations on such action.

ARTICLE XVIII: ADVISORY COMMITTEE

Section 1. The Advisory Committee shall consist of the Past District Directors who are active in District work. The Chairman shall be the immediate past District Director.

The Advisory Committee shall give advisory service on the call of the District Director in matters of policies and procedures.

ARTICLE XIX: APPROPRIATIONS AND EXPENDITURES

Section 1. The power to appropriate and expend District funds is vested solely in the District Board of Directors or its authorized agent.

Section 2. A two-year budget is to be submitted by the Treasurer for approval at the first meeting of the newly formed District Board of Directors in the odd numbered years.

Section 3. Normal expenditures, within budget allowances approved by the District Board of Directors, shall be made with the approval of the Director and the Treasurer.

Section 4. The District Treasurer's books shall be audited every two (2) years at the end of a term of office by an Audit Committee approved by the District Board of Directors. The report of the auditor shall be presented by the District Treasurer at the Fall District Meeting in the odd number year. An external audit should be done at least every ten (10) years.

Upon recommendation of the District Executive Committee the following District Officers may be bonded: the District Director, the District Treasurer, and the District Assistant Treasurer.

Section 5. SPECIAL EDUCATIONAL FUNDS:

- (a) \$1,500 – A permanent fund, in a savings account, from which only the interest shall be used. Funds from this interest are to be used to finance – District Workshops, Clinics, or projects which promote the objects and purposes of our Federation and arouse public

interest in conserving and protecting the natural resources of our State, our Nation and our World.

Deserving non-member individuals and/or organizations as well as members of the District Federated Garden Clubs of NYS, Inc., shall be eligible for these funds, for example:

The Nature Conservancy; Civic and/or community youth summer camps; NYS Environmental Workshop scholarships, printing and mailing of educational material.

Such expenditures are to be recommended by the District Executive Committee, either at their discretion or upon written application by a District Board member, and approval by a 2/3 vote of the members present at a regular District Board Meeting. The principal of this fund is not to be spent.

- (b) \$1,000.00- A savings account fund from which Horticulture and Conservation Education in the District may be financed. The principal of this account – up to \$300.00 per year- may be spent. The proposal of any expenditure from this fund must be presented in the form of a motion for discussion at a District Board meeting prior to the Board meeting at which final authorization is to be voted on. At such time as the principal and any accrued interest of this fund are exhausted, the fund will be discontinued.
- (c) The District Schools fund is established and the minimum amount of money that should be retained in the District School Fund is \$2,500.00. This money is to be spent only when needed for startup expenses for a school in the District (to be paid back to the fund) or for over run expenses if a school has excess expenses over income that the District General Fund cannot absorb.

In the future, schools with excess income over expenses should pay excess into the General Fund of the District unless the District School Fund is below the minimum as stated above. The purpose of the District Schools Fund is to fund Third District activities which promote National Council objectives to members and the public. For example, publications, open workshops, awards and projects among other things will be funded by this account. Proposals must be given to the Executive Committee six (6) weeks prior to the Board meeting. The motion must pass with 2/3 majority present.

Section 6. **THE PEG KING MEMORIAL FUND**

- (a) A savings account fund from which Flower Show and/or Field related school Scholarships and Standard Flower Show Awards may be granted by the Third District
- (b) Two (2) Fifty Dollar (\$50.00) scholarships may be granted annually to students taking Flower Show School Course for credit. Recipients are to be chosen by the District Scholarship Committee. All applications must be submitted by County Chairmen on a form that will be provided by the District Scholarship Chairman at least (4) weeks prior to the date of the school for which application is being made.
- (c) Two (2) Fifty Dollar (\$50.00) scholarships may be awarded to members desiring to improve their skills in Horticulture, Landscape Design, Symposiums, Environmental Workshops or any related field of study through courses offered by any District, State, or Federation.
- (d) An Unsolicited Flower Show Award in the form of a Citation and (\$50.00) in cash may be given upon recommendation of the Awards Committee to the Best Standard Flower Show in the Third District during any District Awards Year – January 1 to January 1 beginning with the 1976 Awards year. This award may not be presented to the same club (2) years in succession.

ARTICLE XX: REPORTS

Section 1. The District Director may request garden clubs and garden departments in the District to submit annual reports reviewing the activities during the year, a copy of which shall be sent to the State President.

Section 2. At the request of the District Director, reports shall be submitted by Committee Chairmen at a District Meeting of the District. County Chairmen shall report at the Spring District meeting. At meetings of the District Board of Directors, County Chairmen, and Chairmen of Standing and Special Committees shall submit a written report. A copy of any report made shall be given to the Recording Secretary and the District Director.

ARTICLE. XXI: PARLIAMENTARY AUTHORITY

Robert's Rules of Order, latest revised edition, shall govern all proceedings of the District which are not covered by these District Rules of Order or the Federation By-laws.

ARTICLE XXII: AMENDMENTS

Section 1. Proposed amendments to these Rules of Order must be submitted to the District Board of Directors for review and discussion prior to mailing to member clubs.

Section 2. These Rules of Order may be amended by a 2/3 vote of the eligible voter of member clubs present at any regular meeting of the District.

Notice of the meeting, and the proposed amendment, must be sent to member clubs at least two (2) weeks before the meeting at which the amendment is to be presented.

Section 3. These Rules of Order may be amended without previous notice at any regular meeting of the District by a unanimous vote of the eligible voters of the member clubs present.

Revised – April, 2021