

# TEXAS GARDEN CLUBS, INC. BYLAWS

## TABLE OF CONTENTS

ARTICLE	I	NAME.....	1
ARTICLE	II	OBJECTS AND PURPOSE .....	1-2
ARTICLE	III	CORPORATE SEAL.....	2
		(Also see Standing Rules)	
ARTICLE	IV	MEMBERSHIP.....	3-4
		Voting, Nonvoting: Life, Affiliates, Members-at-Large, Junior Intermediate, and High School, United by geographical location	
ARTICLE	V	FISCAL YEAR, DUES AND FEES .....	5-6
		Fiscal Year, Dues and Delinquencies, Life Members, Affiliate Members, Junior and Intermediate Garden Clubs, High School Gardeners and Members-at-Large, Loss of Non-Profit Status	
ARTICLE	VI	MEETINGS AND CONVENTIONS .....	7-8
		Semi-Annual Conventions, Special and Called Meetings, Official Call, Convention Guidelines, Voting Qualifications (also see Standing Rules) Motions	
ARTICLE	VII	HONORARY PRESIDENT .....	9
ARTICLE	VIII	ELECTED OFFICERS, APPOINTED OFFICERS .....	9-10
		AND DIRECTORS; ELECTION OR RATIFICATION, TERM AND VACANCIES Officers and Directors; Election, Term and Vacancies, Emergency Election,	
ARTICLE	IX	ELIGIBILITY .....	11
		President, Other Nominees, Elected Officers other than President, District Directors Limitation	
ARTICLE	X	DUTIES OF ELECTED & APPOINTED OFFICERS .....	12-14
		President, Vice Presidents, President Elect, & Other Elected Officers, Appointed Officers, District Directors, Additional Duties, Officer Reports, Records Transfer (also see Standing Rules)	
ARTICLE	XI	NOMINATING COMMITTEE .....	15-16
		Composition, Eligibility, Selection and Term, Duties, and Extended Responsibility	
ARTICLE	XII	BOARD OF DIRECTORS .....	17
		Composition, Powers and Duties, Meetings, Attendance, Called Meetings and Emergencies (also see Standing Rules)	
ARTICLE	XIII	EXECUTIVE COMMITTEE .....	18
		Composition, Powers & Duties, Meetings	
ARTICLE	XIV	TRUSTEES (Headquarters Committee .....	19-20
		Composition, Term and Vacancies, Powers and Duties, Eligibility: Nomination and Election, Meetings, Voting & Records (see Standing Rules)	
ARTICLE	XV	ADVISORY COMMITTEE .....	21
		Former Presidents	
ARTICLE	XVI	COMMITTEES AND THEIR DUTIES .....	21-23
		Vice Presidents' Committees: Awards, Finance, <i>The Lone Star</i> <i>Gardener</i> , Membership, Organization Study, Scholarship, and Youth Activities, (also see Standing Rules)	

ARTICLE XVII	FUNDS .....	24-26
	Depositories, General Fund, Restricted Funds, Endowment Funds, Scholarship Funds, Award Funds	
ARTICLE XVIII	QUORUMS.....	27
	Conventions, Board of Directors, Executive Committee, Trustees	
ARTICLE XIX	DISTRICTS .....	28-31
	Divisions of Texas, Districts & Boundaries, Objectives, Membership Dues & Good Standing, Officers, Director’s Duties, Meetings	
ARTICLE XX	PARLIMENTARY AUTHORITY .....	31
ARTICLE XXI	DISSOLUTION .....	32
ARTICLE XXII	AMENDMENTS .....	32
ARTICLE XXIII	INDEMNIFICATION.....	33

### STANDING RULES

I	OFFICERS .....	1-5
	President, President-Elect, Vice President, Vice Presidents – Finance, Expenses Paid by Texas Garden Clubs, Inc. Contracts, Donations, Miscellaneous Income and Contributions, Advances – Temporary, Financial Reports & Reimbursements, Operating Funds, Vice President – <i>The Lone Star Gardener</i>	
II	BOARD OF DIRECTORS .....	5
	Responses of Chairman, Limitations, Changes in Procedures	
III	CORPORATE SEAL.....	6
	Composition, History and Symbolism	
IV	HEADQUARTERS .....	7
	Trustees Committee & Operation of Headquarters; Chairman of Trustees	
V	HONOR ROLL CLUBS .....	8
	Charter Honor Roll Clubs, Half Century Honor Roll Clubs	
VI	PROTOCOL AND HOSPITALITY .....	8
	State and District Conventions, Hospitality; State Officers/Chairmen, Programs, Honorary State President, Notification Head Table/Special Table	

### POLICY STATEMENT

I	AWARDS PROGRAM .....	1
	Comparable to National Council, Participate Regional Awards Program	
II	BOARD OF DIRECTORS .....	1
	Qualifications of nominee	
III	COMPLIANCE WITH OMNIBUS ACT 1993.....	2-3
IV	CONVENTIONS POLICY.....	4
	Protocol of Executive Committee and Former Presidents	
V	FINANCES .....	4
VI	GIFTS .....	5
	Gifts Given, Gifts Received	
VII	HEADQUARTERS BUILDING AND ADMINISTRATION.....	6
	Trustees and President, Manual of Headquarters Operation	
VIII	NATIONAL AND REGIONAL COMMITMENTS OF TGC, INC.....	7-10

IX	PUBLICATIONS OF MAGAZINE .....	11-12
	Advertising, District Quotas for <i>Lone Star Gardener</i> Advertising, Editing of Articles by Editor	
X	SCHEDULING EVENTS SPONSORED BY THE STATE, DISTRICTS, ..... AND OTHER GROUPS WITHIN THE FEDERATION	13-15
	Setting Convention Dates, Scheduling Symposiums, Schools and Tours, Maintaining a State Calendar	
XI	INVITING THE STATE PRESIDENT .....	16
XII	WAYS & MEANS.....	16
XIII	SCHOLARSHIPS .....	16
	Award Annually, Qualifications of Recipients, Rotating of Seven Honorees, Scholarship Manual Reference	
XIV	VICE PRESIDENT’S PROCEDURE MANUAL.....	17
XV	GRANT REQUESTS.....	17

**GUIDELINES FOR E-MAIL VOTING**

I	COMMITTEES PERMITTED TO CONDUCT BUSINESS BY .....	1
	ELECTRONIC DEVICE	
II.	GUIDELINES TO BE OBSERVED WHEN AN E-MAIL VOTE.....	1-2
	IS CONDUCTED	

