



TRUSTEES PROCEDURE MANUAL

FOR THE OPERATION AND ADMINISTRATION OF HEADQUARTERS

Table of Contents

PART ONE	1
BYLAWS	2
ARTICLE XIV - TRUSTEES (Headquarters Committee)	2
ARTICLE XVII. FUNDS	4
ARTICLE XVIII. QUORUMS	5
STANDING RULE	6
IV HEADQUARTERS - TRUSTEES COMMITTEE	6
AND OPERATION OF HEADQUARTERS	6
TEXAS GARDEN CLUBS, INC. POLICY STATEMENT	9
POLICY STATEMENT VII - Headquarters Building and Administration	9
POLICY STATEMENT OF COMPLIANCE WITH THE OMNIBUS BUDGET RECONCILIATION ACT OF 1993	9
PART TWO	12
HEADQUARTERS RESPONSIBILITIES	14
ADMINISTRATION OF FUNDS	15
HEADQUARTERS PERSONNEL POLICY	16
ELECTION AND DUTIES OF TRUSTEES CHAIRMAN	17
DUTIES OF OTHER TRUSTEES	19
IN HOUSE RULES FOR HEADQUARTERS	20
MARIAN CAMPBELL LIBRARY POLICIES	22
SLIDE/VIDEO FILM LIBRARY	23
INVENTORIES AND FINES/DONATIONS	24
USE OF HEADQUARTERS BUILDING BY GROUPS	24

PART ONE

BYLAWS

STANDING RULES

POLICY STATEMENT

OF

TEXAS GARDEN CLUBS, INC.

Relative to

TRUSTEES COMMITTEE

BYLAWS

ARTICLE XIV - TRUSTEES (Headquarters Committee)

SECTION I. COMPOSITION

The Trustees shall be composed of ten (10) members elected by their Districts and ratified by the Voting Body; with the President of Texas Garden Clubs, Inc. serving as ex-officio member. The Trustees shall be members of the Board of Directors of Texas Garden Clubs, Inc. The Immediate Former President, unless elected as a Trustee, shall become an advisory member for one (1) two-year term; this member may attend meetings, speak, and shall have all privileges except make motions and vote. The term of the Immediate Former President shall in no way exclude this member from election to a regular term from the appropriate district.

SECTION 2. TERM OF OFFICE AND VACANCY

The term of office of a Trustee shall be four (4) consecutive administrative years. After a lapse of a minimum of two (2) years, the member is eligible for election to another four (4) year term. A Trustee may not hold another state elective office concurrently. In case of a vacancy, the unexpired term should be filled by the vacating district. A Trustee serving more than one-half of an unexpired term shall be considered to have served a full term and is not eligible for a successive term.

In the extreme event that a District level Trustee cannot be provided, a special privilege term extension may be considered, or the President may appoint a new Trustee. Such special privilege or new appointment shall be granted if deemed appropriate after review by President, Trustees' Chairman, Director of District in question and the nominee. Review shall include conformance to eligibility requirements stated in PROCEDURE MANUAL FOR TRUSTEES - OPERATION AND ADMINISTRATION OF HEADQUARTERS, ARTICLE XIV - TRUSTEES, Headquarters Committee, SECTION 4 A. ELIGIBILITY. The special privilege measure may not be granted sequentially.⁸

SECTION 3. POWERS AND DUTIES

The Trustees shall direct and control the operations of Headquarters in Fort Worth, Texas, and employ and direct the personnel there, in consultation with the President and subject to ratification of Board of Directors.

The Trustees shall administer the Endowment Funds assigned to their control in accordance with terms set forth in each. (See ARTICLE XVII, Section 3a (1), (2), (3), and (5). The Trustees shall make recommendations on the investment and reinvestment of these funds subject to approval by the Voting Body.

In the event Trustees cannot meet at their regular summer meeting, items needing immediate action can be addressed by mail or by electronic means.⁹

SECTION 4. ELIGIBILITY

To be eligible for election, a Trustee must be a member of a club in good standing, have served on the Board of Directors for a minimum of four (4) years, and have attended two (2) of the last three (3) conventions of Texas Garden Clubs, Inc. as a full-time registrant.

To be eligible for election as Chair of Trustees, the Trustee must have served two (2) years of the current four (4) year term. The Chair shall be elected by the Trustees. The Chair shall be a voting member of the Executive Committee of Texas Garden Clubs, Inc. and act as the Reporting Trustee, presenting a semi-annual report to the Voting Body.

SECTION 5. NOMINATION AND ELECTION

Trustees shall be nominated by the District Nominating Committee in appropriate rotation order at the same time other District Officers are nominated. They shall be elected at their regular meeting following nomination in even-numbered years. The District Director shall send the name to the Chairman of the State Nominating Committee at least three months prior to the Fall State Convention with a statement verifying eligibility (see Section 4a) to be placed on the election ballot for ratification.

SECTION 6. MEETINGS

The Trustees shall meet annually at Headquarters in Fort Worth and at each semiannual meeting of Texas Garden Clubs, Inc. Special meetings may be called by the Chairman or upon request of six (6) members.

The time of the annual meeting shall be set by the Trustees, but it may not conflict with meetings of Texas Garden Clubs, Inc., District, South Central Region, or National Garden Clubs, Inc. meetings which conflict for a member.

The importance of the duties of the Trustees dictates that all members are expected to attend all meetings of the Committee. Should a Trustee be unable to attend two (2) consecutive regular meetings, the appropriate District shall be requested to provide a Trustee who is able to attend. Trustees are required to attend all sessions of an entire convention of Texas Garden Clubs, Inc.

SECTION 7. VOTING AND RECORDS

Six (6) members shall constitute a quorum. For a recommendation from the Committee, an affirmative vote of the majority shall be necessary in every case. Business of an urgent nature may be transacted by electronic device or postal mail as authorized by the Chair.¹ The Trustees shall keep the minutes of their proceedings in permanent form available for inspection. A report of the Trustees, given by the Chair shall be given at every semi-annual convention of Texas Garden Clubs, Inc. The minutes and copy of the Chair's semi-annual report shall be kept in binders by the administration, and in due course stored at Headquarters.

ARTICLE XVII. FUNDS

SECTION 1. DEPOSITORIES

The official Depositories for all Texas Garden Clubs, Inc. funds shall be in fully insured banks who are members of F. D. I. C., U.S. Treasury Securities, AAA Corporate Bond Funds and Mutual Funds of Securities and Bonds at Investment Management Company/s designated by the Finance Chair and subject to approval in sequence by the Executive Committee, the Board of Directors, and the Convention Voting Body.²

Operating funds for schools or other projects sponsored by Texas Garden Clubs, Inc. may be deposited in other fully insured financial institutions (F. D. I. C.) when approved by the Executive Committee and ratified by the Board of Directors.

The President, Finance Chair, Treasurer and Headquarters personnel responsible for funds shall be bonded at Texas Garden Clubs, Inc. expense. The amount of the Bond(s) shall be set, from time to time, by the Board of Directors. Said Bond(s) shall be approved by the Executive Committee.

SECTION 2. GENERAL FUND

Membership dues, one-half of all Life Membership fees and other general income received by Texas Garden Clubs, Inc. shall be deposited in the General Fund Checking Account and shall be expended for budgeted and operating expenses of the organization by direction of the President, Finance Chairman and Treasurer.

Other funds are separately maintained as advances from the General Fund for Specified Projects of Texas Garden Clubs, Inc. and are subject to annual audit. (1) Flower Show School Fund (2) Landscape Design Schools Fund (3) Garden Study School Fund (4) Environmental School Fund (5) Petty Cash Fund (6) Library Fund, and (7) Headquarters.³ Other schools or projects when authorized by the Executive Committee. See Standing Rules for amounts and administration of these funds.

SECTION 3. RESTRICTED FUNDS

Endowed Funds provide Texas Garden Clubs, Inc. with a permanent source of income through gratuitous gifts/contributions from its membership and other supporters of the organization. The gratuitous gifts/contributions are considered Permanent Portions of each Endowed Fund and are therefore not spendable. The interest generated by each Fund is considered available/spendable funds for the specific purpose for which the Endowed Fund was established. With the exception of the Madge Horn Endowment Fund and the Magnolia Neighbors Greene Bequest, all Endowed Funds are open for further designated donations.

Investment and reinvestment of these funds are made upon recommendation of the Trustees, and approved by the Executive Committee, Board of Directors and Voting Body. Expenditure of interest is approved in the same sequence except for Fuchs Fund. Endowment Funds

Texas Garden Clubs, Inc. Endowment Funds: represents one-half (1/2) of all Life Membership fees, designated donations, and accumulated interest pending distribution for maintenance and specified expense of Headquarters.

Madge Horn Endowment Fund: A fund closed at \$38,000 representing contributions from Madge Horn and the Madge Horn Estate; and the project of District VIII, together with gifts, to build fund to its current principal. Accumulated interest is held pending distribution for maintenance and specified operational expense of Headquarters.

Magnolia Neighbors Greene Bequest of \$5,000. A closed fund administered according to her will. Accumulated interest is specified for Headquarters maintenance and a \$50.00 Conservation Award annually in her honor. If award is not given, the \$50.00 remains in the interest account.

Edna Z. Fuchs Endowment Fund: represents contributions by Edna Z. Fuchs plus other gifts which may be made in her honor for operating expenses⁴ at Headquarters; and accumulated interest until used as specified by Executive Committee.

Renee Dhossche Blaschke Endowment Fund represents contributions by the Blaschke family in her honor specified for maintenance of landscaping at Headquarters; and accumulated interest until used as specified.

Upon recommendation by the Trustees and approval by the Executive Committee, a donation of \$25,000 or more will entitle the donor to be honored with a named Headquarters Endowment.¹⁵

ARTICLE XVIII. QUORUMS

SECTION 4. TRUSTEES

2/3 of members shall constitute a quorum of the Trustees of Texas Garden Clubs, Inc

(Previous Sections of this Article not relevant to Trustees)

STANDING RULE

IV HEADQUARTERS - TRUSTEES COMMITTEE AND OPERATION OF HEADQUARTERS

1. COMMITTEE (Bylaws ARTICLE XIV)

There shall be ten (10) Trustees who will serve four (4) year terms. At the end of each administration, five (5) will rotate off and new Trustees elected; and the remaining five (5) will serve the remaining two years of their terms. The Trustees will maintain a rotation chart and advise State Nominating Committee which members will be replaced.

If a District is unable to present an eligible nominee when their rotation comes up, the committee will run short by that member. If at any time during the four (4) year term the District is able to present a nominee, they will be presented for ratification at the next Texas Garden Clubs, Inc. convention. However, that District will maintain its regular rotation (1) In the extreme event that a District level Trustee cannot be provided, a special privilege term extension may be considered, or the President may appoint a new Trustee. Such special privilege or new appointment to be granted if deemed appropriate after review by President, Trustees' Chairman, Director of District in question and the nominee. Review shall include conformance to eligibility requirements stated in PROCEDURE MANUAL FOR TRUSTEES – OPERATION AND ADMINISTRATION OF HEADQUARTERS, ARTICLE XIV – TRUSTEES, Headquarters Committee, SECTION 4 A. ELIGIBILITY. The special privilege measure may not be granted sequentially.

Vacancies would be filled from the vacating District. Trustees filling more than one-half of an unexpired term will be considered to have served a full term. In each four (4) year term, there are four (4) annual meetings and eight (8) conventions for a total of twelve (12) meetings. A ratified/installed Trustee serving seven (7) or more meetings is not eligible for re-election. (Bylaws ARTICLE XIV 2b) If a District is not able to fill a vacancy, Standing Rule IV 1b would apply.

2. CHAIRMAN OF TRUSTEES (Bylaws ARTICLE XIV 4b)

The Chairman shall be responsible for setting up annual meetings and working with the President for scheduling meetings at semi-annual conventions. (ARTICLE XIV 6b). The Chairman shall send out a definite agenda one month prior to all meetings.

For every semi-annual Convention, the Chairman shall prepare a detailed report (sample in Headquarters Manual) of income and disbursements of Trustee accounts; report on projects in progress or completed; projected budget; activities at Headquarters; and proposed future projects and activities for presentation to the Voting Body. A copy shall be given to each member of the Executive Committee.

At the conclusion of every annual Trustee meeting, the Chairman and Recording Secretary shall prepare recommendations for the Executive Committee and other committees for joint action to be presented at the next convention for approval or ratification. A copy of the recommendations shall be sent to each absent Trustee, but the recommendations will not be open for further debate unless change has occurred in the interim requiring action.

The name of the newly elected Chairman shall be reported to the Managing Editor of The Lone Star Gardener for inclusion in the printed roster.

ROTATION RECORD OF TRUSTEES

The Nominating Committee Chairman and Chairman of Trustees shall be responsible for maintaining the Rotation Record of the Trustees:

2005 – 2007 ADMINISTRATION

District I	*
II	Barbara Baker*
III	Dottie Sivess*
IV	
V	
VI	
VII	
VIII	*
IX	
X	Paula Haynes*

* These Trustees rotate off at the end of 2005-07 administration. These five (5) Districts (I, II, III, VIII, X) will elect new Trustees in 2005, 2009, 2013, 2017, etc.

2007 – 2009 ADMINISTRATION

District I	----- (new)
II	----- (new)
III	----- (new)
IV	*
V	*
VI	*
VII	*
VIII	----- (new)
IX	*
X	----- (new)

* These Trustees rotate off at the end of 2007 – 2009 Administration. These five (5) Districts (IV, V, VI, VII, IX) will elect new Trustees for 2007, 2011, 2015, 2019, etc.

TEXAS GARDEN CLUBS, INC. POLICY STATEMENT

POLICY STATEMENT VII - Headquarters Building and Administration

The management and care of Headquarters Building and Administrative detail performed therein is delegated to the elected Trustees in consultation with the President and subject to the approval of the Voting Body. Changes in Policy and Procedure may be made only with approval of the Voting Body.

Headquarters shall be closed on legal holidays. Christmas week and such times as recommended by the Trustees and approved by the Voting Body.

The MEMBERSHIP ROSTER OF TEXAS GARDEN CLUBS, INC. shall not be released to anyone without prior approval of the Executive Committee.

When use of the CORPORATE SEAL of TEXAS GARDEN CLUBS, INC., by Officers and Chairman or for the Conventions has been authorized, it shall be sent by *Registered Mail / Return Receipt Requested*. The SEAL shall be returned in the same manner and its receipt acknowledged by the President.

Stationery bearing the TEXAS GARDEN CLUBS, INC. SEAL and/or name shall be used only for TEXAS GARDEN CLUBS, INC. BUSINESS and shall not be used to endorse commercial establishment, product (other than those relative to Texas Garden Clubs, Inc.) or any political candidate, cause or party.

Requests for free material from Headquarters, or information from Chairman, shall be accompanied by a self-addressed, stamped #10 envelope.

POLICY STATEMENT OF COMPLIANCE WITH THE OMNIBUS BUDGET RECONCILIATION ACT OF 1993

CASH CONTRIBUTIONS OF \$250.00 OR MORE – NO SERVICE/OR GOODS RENDERED.

TEXAS GARDEN CLUBS, INC. will comply with Omnibus Budget Reconciliation Act of 1993 which was signed into law August 1993 and became effective on January 1, 1994, by meeting the provisions to prevent abuse of deductions by donors for contributions made to our organization.

TEXAS GARDEN CLUBS, INC. assumption of responsibilities will include contemporaneous substantiation of all contributions.

To avoid any penalties for failure to provide the required statement within the needed time frame, a letter of substantiation will be issued promptly. Penalties are set at \$10.00 per contribution for any request for substantiation which is not met at a “contemporaneous” time.

“Contemporaneous Substantiation” by definition requires the statement of receipt to be in the donors possession no later than the date the donor files a return for the tax year in which the contribution was made.

Technically, the responsibility for obtaining the substantiation of the gift rests with the donor, but as a matter of public relations and appreciation, TEXAS GARDEN CLUBS, INC. will meet the contemporaneous requirement by issuing an immediate acknowledgment.

THEREFORE; All donors of Cash Contributions of the above designation only will be issued a written acknowledgment from TEXAS GARDEN CLUBS, INC. at the time gift is received by the Office Manager at Headquarters. A sample letter will be supplied to the personnel of TEXAS GARDEN CLUBS, INC. so that all information required under the ACT OF 1993 will be included. Instructions will be issued by the Trustees for processing the letters. (A copy of the sample letter is attached to this Policy Statement.)

AGGREGATING CONTRIBUTION METHOD

Substantiation is required and will be issued if a donor makes gifts to separate funds or projects with more than one check in varying amounts, but the totals either equal or exceed \$250.00; these separate checks must be made on the same day to qualify as a gift of \$250.00 or more.

PERSONAL AND TANGIBLE PROPERTY

Personal and/or Tangible Property donated to TEXAS GARDEN CLUBS, INC., no service rendered or extended by organization, must be acknowledged. Description of the property must be made but a value need not be made in the letter of substantiation. Valuation of donated property is the responsibility of the donor.

QUID PRO QUO GIFTS

By definition these contributions mean something in exchange for something, tit for tat; something of intrinsic value for a gift or donation of monetary value; an exchange of like for unlike; the value of one gift received may or may not equal or exceed the contribution of cash or property.

Since there is not prescribed format for substantiation statement but certain information needed for tax purposes; the same letter is defined as meeting all requirements. The letter furnishes the donor with the date of gift; whether cash or check; if check, the date drawn and the bank used; courtesy calls for the check number to be noted; amount of gift and its designated use; a paragraph outlining appreciation for choosing particular project or fund; Tax Exempt Status of TEXAS GARDEN CLUBS, INC. and its Federal Tax Identification Number and a statement that the gift is totally tax deductible.

T G C, INC. LOGO

Mr. Joe Doe
100 Wisteria
Austin, TX 78700-100

Dear Mr. Doe:

On behalf of the Officers and Directors of TEXAS GARDEN CLUBS INC., deep appreciation is expressed for your contribution of March 21, 1994.

We acknowledge receipt of Check #1002 drawn on the First National Bank of Austin; in the amount of \$650.00 designated for the Scholarship Fund of TEXAS GARDEN CLUBS, INC. Be assured the full amount will be used for this fund in accordance with your wishes.

We are grateful for the support of our friends and members as we continue our program of aiding students pursuing an education in the varied disciplines within our Scholarship Program.

We are Tax Exempt under Section 501 (c) (3) of the Internal Revenue Code, and our Federal Tax Identification number is _____.

Grand total Tax Deductible Contribution: \$650.00, no goods or services having been rendered you.

Sincerely yours,

_____, President
TEXAS GARDEN CLUBS, INC.

THIS SAMPLE LETTER MEETS ALL REQUIREMENTS OF SUBSTANTIATION UNDER THE OMNIBUS BUDGET RECONCILIATION ACT OF 1993. THIS LETTER TO BE USED FOR CONTRIBUTION OF \$250.00 OR MORE.

Note: DO NOT USE FOR NON-CASH CONTRIBUTIONS/GIFTS.

PART TWO

TEXAS GARDEN CLUBS, INC. TRUSTEES PROCEDURE MANUAL

OBLIGATIONS OF TRUSTEES

for

OPERATION AND ADMINISTRATION OF HEADQUARTERS

Table of Contents

PART TWO.....	12
HEADQUARTERS RESPONSIBILITIES.....	14
ADMINISTRATION OF FUNDS	15
HEADQUARTERS PERSONNEL POLICY.....	16
ELECTION AND DUTIES OF TRUSTEES CHAIRMAN	17
DUTIES OF OTHER TRUSTEES	19
IN HOUSE RULES FOR HEADQUARTERS.....	20
MARIAN CAMPBELL LIBRARY POLICIES	22
SLIDE/VIDEO FILM LIBRARY	23
INVENTORIES AND FINES/DONATIONS	24
USE OF HEADQUARTERS BUILDING BY GROUPS	24

TEXAS GARDEN CLUBS, INC.
PROCEDURE MANUAL
OPERATION AND ADMINISTRATION OF HEADQUARTERS
PART TWO

Part Two of the Procedure Manual for Trustees serves as a delineation of Bylaws, ARTICLE XIV – Trustees Headquarters Committee; Standing Rules – IV; Policy Statement – VII, Headquarters Building and Administration, set forth in Part One.

The Trustees direct and control the operation of Headquarters; employ and direct the employees in consultation with the President, subject to ratification according to the Bylaws of Texas Garden Clubs, Inc. (ARTICLE XIV, Section 3. a.)

HEADQUARTERS RESPONSIBILITIES

Headquarters Building:

The physical upkeep of the building referred to as Headquarters, also the landscaped area abutting the building shall be under the supervision of Trustees.

Both interior and exterior repairs, painting, papering, furniture refurbishment, general upkeep of building and maintenance of grounds as may be required to keep Headquarters and contents in good order are directed by Trustees.

At each ANNUAL MEETING, a survey of Headquarters shall be made. Projections for its care will be made at that time, presented through the proper sequence for approval.

MAJOR IMPROVEMENTS, such as purchases of furniture, office equipment, heating and air-conditioning, roof repairs/replacement, remodeling, expensive replacement of kitchen appliances, floor covering, etc., must be addressed by the Trustees from time to time. Major Improvements must first be recommended to the Finance Committees and approved before any action is taken.

Repairs, such as painting, papering, carpet and curtain replacement should be done on a timely basis, to keep the building aesthetically pleasing at all times.

Provide for suitable display for honoring donors of large gifts to Texas Garden Clubs, Inc.

A donation of \$500.00 or more to TGC Inc. entitles a name to be placed on a name plate attached to a *Standard* displayed in a prominent place in the Headquarters Building. Each increment of \$500.00 entitles to donor to place a name/s; may be the donor or a person honored by donor. Wording of name on plaque must be one line, maximum of twenty (20) letters including spacing. Trustees are responsible for cost of name plaque and mounting.

ADMINISTRATION OF FUNDS

Finances:

Trustees Committee shall make recommendations to the President and Finance Chairman for the investment and reinvestment of the Funds to operate Headquarters.

INTEREST ONLY may be spent for Headquarters expense from four Restricted Funds:

Texas Garden Clubs, Inc. Endowment Fund
Madge Horn Endowment Fund
Renee Dhosshe Blaschke Landscape Maintenance Fund
Sue Durrett Endowment Fund

Annual Budget is prepared by the Finance Chairman. The proposed budget is based on anticipated endowment fund interest income plus designated gifts for Headquarters use; the anticipated expenditures are based on fixed fees for contracts, insurance premiums due within the period and experience figures of other obligations assumed by the Trustees. The Finance Chairman forwards to the Trustees Chairman for approval. Trustees may make changes in projecting improvements to Headquarters building and grounds. The proposed budget is returned to the Finance Chairman for inclusion in the Annual Budget for Texas Garden Clubs, Inc. Trustees Chairman presents to the Trustees Committee at the Spring meeting for ratification.

A contingency fund of \$5,000.00 should be in reserve for emergency repair and replacements.

Three Bids must be secured for major expenditures in excess of \$500.00. Qualifications and previous service of bidder should be considered.

All outstanding contracts are to be reviewed by the Trustees every two years at the beginning of an administration. (Trustees Minutes, 2/19/85).

CHART OF ACCOUNTS of Texas Garden Clubs, Inc.

The Trustees have assumed payment of the accounts:

6575 HEADQUARTERS EXPENSE:Repairs/Maint – Building-Maintenance and Improvement – Repairs, improvements, etc. required to keep building and contents in proper order.

6576 HEADQUARTERS EXPENSE:Repairs/Maint - Landscape

6580 HEADQUARTERS EXPENSE:Utilities-Part of this maybe covered by General Funds upon the request from the Trustees and the approval of the Finance Committee.

6510 HEADQUARTERS EXPENSE:Insurance – Insurance on Headquarters Building and Contents and Position Bond (Positions responsible for funds of organization) When policy must be negotiated, Chairman of Trustees, Finance Chairman and a committee should meet to discuss the best option for coverage. Trustees are responsible for payment of insurance coverage on building and contents.

The Position Bond is paid from General Fund.

If sufficient interest is generated, the Trustees may assume additional Headquarters expenses by agreement with Finance Committee and approved in sequence through the Committees.

The Trustees must channel all matters pertaining to Funds first to the Finance Committee for its approval. Thereafter, the recommendation/s become Joint Recommendations to the Executive Committee.

The Finance Chairman is authorized to transfer interest from Texas Garden Clubs, Inc. Endowment Fund to cover budgeted items without further approval; and emergency expenditures approved by the Trustees Committee which are subject to later ratification. The Finance Chairman may not transfer funds from Madge Horn Endowment Fund interest or Magnolia N. Green Bequest interest except by direct authorization of the Trustees.

Trustees to assume partial payment of ground maintenance personnel as it becomes necessary to develop additional gardens in the Landscape.

Trustees to set aside a percentage of Spendable Funds, Acct. #5420, to assist in payment of additional funds required as other gardens are developed within the Landscape

HEADQUARTERS PERSONNEL POLICY

Headquarters Personnel:

The Trustees Committee has the authority and responsibility to staff Headquarters with qualified personnel.

The Headquarters Personnel Policy to be consulted when employing Office Manager, Part Time – Regular Scheduled Employee or Temporary Employee.

At any time it is deemed necessary or advisable to amend Headquarters Personnel Policy, the Trustees recommend the amendment/s to the Executive Committee for adoption. Only Executive action is required. Notation must be made of the amendment on relevant page of Policy in area provided with date amended.

At the time of employment of new personnel, it is the responsibility of the Trustees Chairman to inform employee that he/she is not covered by Worker's Compensation and is not eligible for Unemployment; there are no insurance or pension benefits.

Master Copy of all Texas Garden Clubs, Inc. state publication or brochure shall be retained on Headquarters Computer and backed up on a thumb drive stored in a fireproof file cabinet.

In case of an emergency, the President and Chairman of Trustees shall be notified by telephone **or** by electronic means by the Office Manager. They shall be authorized to take appropriate action subject to future ratification by Trustees, and necessary action by Executive Committee, Board of Directors and Voting Body.

ELECTION AND DUTIES OF TRUSTEES CHAIRMAN

Elections:

At the Spring Convention in odd-numbered years, the meeting of the Trustees Committee shall include the Trustees for the next administration. The current Trustees Chairman presides and arranges for the meeting. It is a courtesy to ask new incoming Trustees to sit in on the last meeting of current administration to facilitate a smooth transition.

At the conclusion of the last meeting, the retiring Trustees and other guests leave the meeting. The current Trustees Chairman, who will be rotating off the committee can act as Chairman Pro Tem for the election of the new Chairman.

The outgoing Trustees Chairman shall report the name of her successor to the incoming Managing Editor of The Lone Star Gardener for inclusion in the new Administration Roster.

Duties

Become familiar with all duties and responsibilities pertaining to the Trustees by consulting Part One of the Manual for Trustees.

Although she will have served at least two (2) years as a Trustee, and may be generally familiar with procedure, it will be helpful to have retained past agendas and copies of minutes to read and study. Predecessor should have passed her file with notations on any pending business for new administration.

The Chairman selects some one from among the Trustees as Secretary of Trustees Committee. This is an important job, minutes are lengthy and detailed; the Secretary needs to prepare recommendations quickly that are going to the Finance Committee, which meets immediately following Trustees meeting. Other recommendations going to Executive Committee may need quick preparation depending upon time it convenes. It is helpful if she can type.

A copy of "*An Administrative and Procedural Guide for Texas Garden Clubs, Inc.*" should have been passed on by former Chairman. If you do not have one order one from Headquarters. Read to Section B. and become familiar with procedure for recommendations from Trustees Committee to Finance Committee and/or Executive Committee.

Make a copy of pp. B-1 and B-2 for Trustees Secretary. This is important information for her.

The ANNUAL MEETING of the administration is held in the summer at Headquarters. Consult with President in setting time for this meeting so she may be present. The Annual Meeting is an opportunity to become acquainted with building; meet the personnel; inspect the premises for any needed repairs, new equipment, etc.

A copy of the **Procedure Manual for Operation and Administration of Headquarters & Personnel Policy** should be given to each Trustee if her predecessor has not passed the brochure to her. The Trustees Chairman should be prepared to go over briefly the duties and responsibilities of Trustees Committee.

The Trustees Chairman presides at all meetings.

She should have a prepared agenda covering all matters which require attention and possible action.

The President is placed on the agenda and presents any suggestions or request she may have for consideration.

The Trustees Committee meets at each semi-annual convention; the President arranges the time schedule for all Committee meetings at each convention. The Trustees are always the first to meet.

Send agenda notifying the Trustees of date, time and place of meeting as well as any other invited persons, such as Finance Chairman, Endowment Chairman, Treasurer, etc. 30 days prior to meeting.

At the end of meeting, assist Secretary in determining which recommendations go on to the Finance Committee for Joint Approval as recommendations to the Executive Committee; and those which go directly from the Trustees to the Executive Committee.

The recommendations must be written, preferably typed.

For those going as Joint Recommendations, one copy for Trustees Chairman's file; one to be included in Trustees Minutes; one for Finance Committee.

Recommendations going direct to Executive Committee must supply four (4) copies. One each to Parliamentarian and State Recording Secretary; one each to President and Historian. Make copies for your own files and minutes.

If time does not permit typing recommendations, write out legibly in long hand. (Type additional copies later). One copy each for Finance Committee and Executive Committee will permit business to proceed. The Trustees Chairman should sign all recommendations.

The Trustees Chairman reports at each convention; there are two reports to be made:

A Financial Report of income and disbursements; projected expenditures and projects planned. A comprehensive report of the maintenance of Headquarters building, personnel, grounds, etc.

A report of interesting things or happenings at Headquarters; any new project or improvement, etc. This is a way to involve and to instill pride in all TGC, Inc. members in our Headquarters.

To cut down on repetition, the reports are often deferred until General Assembly.

Trustees Chairman presents all recommendations to the Executive Committee which require action.

THE PRESIDENT will decide when your reports will be given.

The Trustees Chairman's Activities Between Convention

The Chairman should make regular trips into Headquarters. Emergency repairs may require bids, arrangements made for work, etc. Chairman will contact other Trustees for approval for

emergency or other unscheduled action. Personnel may have problems that require attention. IT IS THE RESPONSIBILITY of Trustees Chairman that building is in good order and the personnel functioning. The President and Trustees work closely together on all situations arising at Headquarters.

The President and Finance Chairman will be in consultation on INVESTMENT and REINVESTMENT of Endowment Funds. The Trustees Chairman may meet with them at Headquarters or the action may be handled by phone.

Check to see that donors, or stars for repeat donors, are added to the designated *Standard* bearing the name plate.

The Trustees Chairman, as a courtesy, should write letters of appreciation to donors of gifts of \$500.00 or more.

The Trustees Chairman should have a record of the four (4) Endowment Funds under supervision of Trustees. Records should include names of banks; amount in each bank, reference number for investment; rate of interest; date of investment; maturity date; availability of interest, i.e. monthly, quarterly, bi-yearly, etc. The Finance Chairman will furnish needed information concerning interest in each account and forward investment information.

Trustees Annual Budget is a joint effort of the Finance Chairman and Trustees Committee. (See under II. *Administration of Funds, Finances* – 3).

At the end of the Chairman's term, she shall produce, supply, give to her successor an updated and corrected Procedure Manual which includes both Parts One and Two.

Any new action taken or policy instituted during her administration needs to be included.

DUTIES OF OTHER TRUSTEES

A Trustee is elected from each District in accordance with bylaws ARTICLE XIV, (See Part One of Procedure Manual for Trustees)

She acts as the link between her District and Headquarters

She should request time from her Director to report at the General Assembly during District Conventions.

Each Trustee is expected to attend every meeting; attending the convention as a full time registrant. This enables each Trustee to be informed concerning the programs and projects of Texas Garden Clubs, Inc.

It is the duty of each Trustee to keep her District's members informed about Headquarters; promote increase of Endowment Funds; the services available; promote the projects which benefit Headquarters and invite them to visit when in Fort Worth.

Recording Secretary of the Trustees has other responsibilities in addition to duties listed for Other Trustees.

The Secretary has the responsibility of writing up and keeping a file of the minutes for her term. She mails copies of the minutes to all committee members as soon as possible after each meeting.

She prepares the recommendations to Finance Committee and Executive Committee with the Trustees Chairman, (Part II – *Procedure Manual for Trustees*, IV – Duties, B. 10 & 11).

At the end of the administration, the Secretary should assemble the official minutes in one folder to be passed on to the next Secretary, with accumulated minutes from past administrations.

Official minutes should be bound every few years, (depending on volume) keeping only immediate past two administrations.

The Secretary should alert Trustees Chairman when minutes need to be bound and filed at Headquarters.

The Office Manager will have material bound after it has been put in order by Trustees Chairman and Secretary.

Assist the Trustees Chairman in assembling her records to pass to the incoming Chairman of Trustees.

IN HOUSE RULES FOR HEADQUARTERS

Key holders of Headquarters – authorized key holders shall be:

Office Manager
President, Texas Garden Clubs, Inc.
Chairman, Trustees Committee
Event Coordinator

Immediately following the installation of new officers, the outgoing President and Trustees Chairman shall pass their keys to their successors.

Office

The office shall be maintained under supervision of the Trustees in consultation with the President.

The Finance Chairman, acting in concert with Auditor and President, has authority to alter bookkeeping methods which best serve the organization.

Office duties shall be carried on by the Office Manager and any part-time help deemed necessary under the supervision of President and the Trustees.

Headquarters should be the depository for all official documents, record of committees, library (books and films) of Texas Garden Clubs, Inc.

\Headquarters Business Hours & Holidays

Hours shall be 9:00 a.m. to 1:00 p.m., Monday through Friday.

a. Headquarters shall be closed on Mondays during June, July and August of each year.

Headquarters will observe the following holidays:

- | | | |
|----|--|--------------------------------------|
| a. | New Year's Day | January 1 |
| b. | Independence Day | July 4 |
| c. | Labor Day | 1 st Monday in September |
| d. | Thanksgiving Day | 4 th Thursday in November |
| e. | The Friday after Thanksgiving | |
| f. | Christmas Eve | December 24 |
| g. | Christmas Day | December 25 |
| h. | Week between Christmas and New Year's Day. | |

Access to Headquarters and Office Equipment

Business hours are 9:00 a.m. to 1:00 p.m. Monday through Friday. Exception: If only one employee is on duty and it is necessary to leave temporarily on business for Texas Garden Clubs, Inc.; holidays as listed under C. 2 and 1. A. During the summer months of June through August, the office will be closed on Mondays.

Building will be closed on Saturdays and Sundays except when special permission has been given by President and Trustees Chairman for its use.

When the Office Manager unlocks and oversees the building for an event, employee shall be paid time and half of the hourly rate. No set up or clean up provided

For security reasons, the front door shall be locked when only employees are in building.

The office equipment of Texas Garden Clubs, Inc. is intended primarily for the use of the organization and will take precedence over any other work. However, Garden Clubs, Councils or Forums who are members of Texas Garden Clubs, Inc. may use the equipment for garden-club oriented material. A per page rate will be assessed as set by the Trustees, which may change from time to time. An appointment should be made with the Office Manager at her convenience.

Air Conditioning and Heater Units shall be regulated to temperatures of the most economical determination. Day and night temperatures will be posted at the direction of the Trustees and set accordingly.

Gifts – Tangible

Tangible gifts must be cleared for acceptance through Trustees and ratified by the Executive Committee.

If the Office Manager is contacted she must refer all offers to the Trustee Chairman.

The same rule applies when tangible gifts are offered through other channels.

Trustees reserve the right to accept or reject above mentioned gifts.

Major changes in Landscape must be cleared with Fort Worth Parks Department by Trustees Chairman and TGC President.

Cash Gifts – Procedure to Acknowledge

Cash gifts sent to Headquarters as Memorials or gifts which honor another person are acknowledged as follows:

The amount of gift must be at least \$10.00.

Notification by card goes to the honoree; if memorial, notification to designated family member.

Acknowledgment of honoree (memorial) and donor printed in The Lone Star Gardener.

Cash donation to be posted to account designated by donor.

The Office Manager will send the name of donors to special funds to each Chairman, listing club name, date, amount of gift, person being honored or memorialized upon Chairman's request.

The Endowment Fund Chairman receives listing three times yearly in order to report to Trustees and the Awards Chairman.

A gift of \$500.00 or more to Texas Garden Clubs, Inc. is acknowledged by having name/s placed on the Patron's plaque at Headquarters.

The donor may stipulate the desired disposition of the gift, and name of honoree if other than donor, subject to approval by the Trustees.

Upon receipt of the gift by Office Manager, she shall notify the President and Trustees Chairman who shall write letters of appreciation.

The Office Manager will send acknowledgment card at receipt of gift.

The Office Manager shall request appropriate name plates from supplier. (See I-6. a & b; IV, 13, c).

Cost of name plates and installation shall be taken from Endowment Fund interest unless otherwise provided for.

MARIAN CAMPBELL LIBRARY POLICIES

Books

Any member of a federated club, affiliate or youth club of TEXAS GARDEN CLUBS, INC. may check out a maximum of three books for a period of two weeks. Members pay postage both ways and sufficient postage (or coins) to cover should be enclosed with returned books.

Books on the required reading list or supplementary reading list for Flower Show Schools, Landscape Design Schools, Gardening Study Schools, Environmental Studies Schools or Symposiums may only be checked out for a period of two weeks.

Books may be renewed by the same member provided there is no waiting list for the book in question. One month is the limit on any book. (EXCEPTION: School books may not be renewed).

Any member failing to return a book after a two week period is liable for a 20 cents a day fine (not counting Saturdays, Sundays or legal holidays).

When ordering books by mail, send full title and author of books desired; plus your full name, correct mailing address and zip code; and name of your garden club, to Office Manager at Headquarters.

The Library is open to any visitor at any time, however, books may be checked out only by members of Texas Garden Clubs, Inc. Books from reference and research shelves must remain in the building at all times.

Donations of all books pertaining to horticulture, floriculture, botany, floral design, or related subjects such as art, period customs, architecture, etc. are welcome. Books become the property of Texas Garden Clubs, Inc. and may be ultimately removed at their discretion due to wear, obsolescence or duplication.

SLIDE/VIDEO FILM LIBRARY

The Slide/Video Rental Library is housed at Headquarters and may be rented through the Office Manager subject to the following rules:

Rental Procedure

Please reserve slides well in advance. Give a second choice.

When making reservations, PLEASE enclose a check for \$10.00 rental fee, make payable to Texas Garden Clubs, Inc. Enclose SELF-ADDRESSED, STAMPED ENVELOPE for confirmation.

Print name, complete address with zip code, and phone number of person to whom program is to be mailed. Also give name of garden club.

Programs will be mailed one week in advance to allow previewing. Return immediately to Headquarters after using. Place slides in proper order in carry-case and be sure to return all of them. Rewind videos. PLEASE DO NOT MAKE MARKS ON COMMENTARY.

Insure each program for \$60.00. Mark: Educational Material – Film/Video. Request Special Fourth Class rate. We pay postage and insure them when mailing out programs.

Clubs not returning slides/videos within one week after program date will incur a fine of 50 cents per day.

A complete list of programs in library is available from State Slides/Video Chairman.

Contributions to buy additional videos, or good slide programs made up by a club are welcome.

INVENTORIES AND FINES/DONATIONS

Books – An up-to-date inventory of books in library, by subject, shall be kept at Headquarters and reviewed periodically. State Library Chairman in cooperation with Office Manager should remove obsolete and/or worn-out books which cannot be repaired.

The State Slides/Video in cooperation with Office Manager will keep an up-to-date inventory of rentals available. Lists of available rentals should be maintained for information of inquiring groups. Worn-out or obsolete slides/videos may also be retired.

Rentals received are deposited in the General Fund of Texas Garden Clubs, Inc.

Fines and Cash Donations in either category are placed in a separate account to be used for further purchases to expand library.

USE OF HEADQUARTERS BUILDING BY GROUPS

Everyone is welcome to enjoy the facilities of the Headquarters building. However, in order to cover use of service area reserved and the utilities, certain assessments will be made. Reservations must be made with the Office Manager on a first come basis, subject to conditions below.

Application for Reservation of Headquarters Building

Applicant granted this reservation agrees to abide by the following:

Applicant shall be affiliated with Texas Garden Clubs, Inc. or be a garden oriented organization.

Permit no beer, intoxicating liquor, or gambling in the building, or area surrounding the building.

Pay cost of repairing any damage to property or equipment caused by use of building.

If admission or assessment fees are collected, or if any commodities are sold in the building, applicant will abide by the following conditions:

All work of preparing and conducting function will be done by applicant using building
There will be no paid commercial advertising to publicize the event.

Applicant agrees to invite no more guests than established capacity for building:

150 for seated capacity
80 for seated meal.

Applicant agrees to place supplies and equipment left in building at close of function at a location designated by Office Manager; to remove such supplies from premises by 10:00 a.m. the day following reservation; and agrees to clean kitchen thoroughly, including washing dishes, flatware; and any silver, brass or copper pieces before storage, if used.

Assessments for use of Headquarters Building and Environs

Auditorium:

One-half day (9:00am–1:00pm)	\$40.00
Use of kitchen, either period (Extra)	7.00
Hourly rate in excess of ½ day (Extra)	50.00

Social events (luncheons, banquets, coffees or teas, including use of kitchen	50.00
Plus \$30 an hour for employee	
All-day workshops, District Meetings	100.00
(Use of kitchen for either) (Extra)	7.00
Coffee/light refreshments only with Kitchen privilege	25.00
Use of kitchen for tours, picnic lunches etc.	25.00
Flower shows	100.00
Night Meeting After Hours	\$90.00

Use of building by outside groups
\$300 usage fee for afterhours plus \$30 employee fee per hour
\$500 cleaning retainer to be paid one week prior to event and returned if not used.

Copy of contract is attached as Exhibit A

Marian Campbell Library:

Small committee meetings or small club meetings, NO FEE, but no regularly scheduled club meetings permissible.

No food or drink may be served in library.

SIGNED BY CHAIRMEN