

BYLAWS & Standing Rules



**South Central Region
of
National Garden Clubs, Inc.**

Revised April 2024

Bylaws

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BYLAWS
Of
SOUTH CENTRAL REGION
OF
NATIONAL GARDEN CLUBS, INCORPORATED

ARTICLE I

The Corporation is South Central Region; herewith referred to as SCR, of the National Garden Clubs, Incorporated. SCR is a not-for-profit 501©3 organization of the Internal Revenue Code.

ARTICLE II

OBJECT

The Object of the Corporation is to operate on a non-profit basis for charitable, educational, and scientific purposes and to protect and conserve natural resources, to promote civic beautification and to encourage the improvement of roadsides and parks as described in the Articles of Incorporation.

ARTICLE III

MEMBER STATES

Section 1. The following states shall comprise the SCR: Arkansas, New Mexico, Oklahoma, and Texas.

Section 2. Each garden club member whose club is federated with NGC and its state federation shall be a member of SCR.

Section 3. Attendees to the convention shall be all members of the Board of Directors and all members from each state. All who attend are members of SCR and entitled to vote.

Section 4. Each state federation shall pay yearly dues in the amount determined by the SCR Executive Committee. (Refer to Standing Rules)

ARTICLE IV

ELECTED OFFICERS

Section 1. The elected officers of SCR shall consist of Regional Director, Alternate Regional Director, Secretary, Treasurer and Historian.

Eligibility—Eligibility shall be determined according to the National Garden Clubs, Inc., Bylaws, Article VIII Section 1D “To be eligible for the Nomination as Regional Director or Alternate Regional Director, each nominee shall have served as President of a State Garden Club for a minimum of two (2)

years and shall have attended two (2) of the last three (3) Regional Conventions at the time of election” and Article VIII Section 1E “ All Regional Directors shall have attended minimum of two (2) NGC Conventions and may include the NGC Convention at which they are installed” In the event the State Garden Club does not have a nominee who has served a minimum of two (2) years as President of a State Garden Club and willing to serve, the current President will become eligible for the nomination”.

Section 2. Appointed Officers—The appointed officers shall be Parliamentarian, Corresponding Secretary and Editor of *The Communicator*. These shall be appointed by the Regional Director.

Section 3. DIRECTOR’S DUTIES

SOUTH CENTRAL REGIONAL DIRECTOR shall:

- a-1. Supervise the activities of the Region coordinating the interest of member states & shall represent SCR at all functions.
- a-2. Preside at all regular and special meetings of the Executive Committee and conduct two (2) Annual Regional Conventions.
- a-3. Appoint officers as directed in Article IV Sec. 2, plus advisors (all Former SCR Regional Directors) who will serve as members of the Executive Committee; with equal representation from the member states, if possible. Appoint Board of Directors members as needed to carry out the business of the SCR.
- a-4. Serve as ex-officio member of all SCR Committees except the Nominating Committee.
- a-5. Serve as a member of the NGC Executive Committee, of NGC Scholarship Committee, and Personnel Committee in an advisory capacity, informing NGC President of his/her anticipated absence from required meetings and securing approval for the Alternate Regional Director to represent SCR with all privileges.
- a-6. Provide names and complete mailing addresses of Officers and Board of Director members to the NGC Headquarters as soon as possible after the Spring Annual Convention in election years.
- a-7. Prepare a written SCR report, to be presented electronically at the Winter Executive Committee Meeting and at the Annual Convention of NGC.
- a-8. Consult with the President of the Host State and the Chairman of the Regional Convention, in planning the schedule and program for the Annual Regional Convention.
- a-9. Fulfill all responsibilities regarding the NGC Nominating Committee as put forth in the NGC Bylaws (See Article X).
- a-10. Convene a meeting of the Executive Committee following the Annual Convention in odd number of years as she/he assumes the new administration with the following agenda items:
 1. Ratify new chairmen.
 2. Approve the two-year budget.
 3. Selects Nominating Chairman according to the state rotation. (Rotation: Arkansas, Oklahoma, Texas, New Mexico)

- 4. Shall plan a Regional Project Activity, to be approved by the Executive Committee.
- 5. Transacting any necessary business and announcing plans for the coming administration.
- 6. She/he shall announce the states, who by rotation will serve on NGC Nominating Committee for her/his term of office.
- a-11. Outgoing SCR Director shall report at the NGC Annual Convention, and introduce the incoming Director at the close of her/his report.
- a-12. Resignation or Vacancy—(Article IX, Sec. 9- I, .NGC, Inc. Bylaws) “In the event of a vacancy in the office of the Regional Director, the Alternate Regional Director shall become Regional Director. The Alternate Regional director shall then be elected by the governing body of the state of the Director’s replacement”.

ALTERNATE DIRECTOR shall:

- b-1. Assist the Regional Director when called upon.
- b-2. Preside in the absence of the Regional Director.
- b-3. Serve as Bylaws and Policy Committee Chairman or any chairmanship that is requested by the Regional Director.
- b-4. Supply copies of SCR Bylaws for officers, presidents and chairmen as needed.

RECORDING SECRETARY shall:

- c-1. Keep the minutes of all meetings of the SCR and have charge of all records pertaining to that office.
- c-2. Send copies of the minutes to members of the committee appointed to approve them, and after approval, send to all members of the Executive Committee and to NGC Headquarters.
- c-3. Keep extra copies of the SCR Bylaws on file.

TREASURER shall:

- d-1. Keep the financial records and submit reports at scheduled meetings or as requested by the Executive Committee.
- d-2. Issue checks upon direction of the Regional Director as authorized by the Executive Committee unless amounts have been budgeted.
- d-3. Invest SCR monies as directed by the Executive and/or Board of Directors of the region.
- d-4. Make deposits and pay bills authorized by the budget or the Executive Committee or Board of Directors.
- d-5. Write Award checks as requested by SCR Awards Chairman.

- d-6. Submit books for audit at appropriate time. Books shall be closed May 31, in odd years (election years) and all records transferred to the newly elected Treasurer on or before June 15 of the odd year (election year).
- d-7. Prepare a proposed budget for the incoming administration and submit it at least six (6) weeks prior to the final annual convention of the term. Consultation with outgoing Regional Director, incoming Regional Director and incoming Treasurer is recommended. This budget shall be approved by the incoming Executive Committee. (See ART IV, Sec. 3, a-10)
- d-8. Contact members of the Executive Committee prior to the final convention of the term, affording them the opportunity to contribute to the purchase of a gift for the retiring Regional Director.

HISTORIAN shall:

- e-1. Be custodian of the official history of the SCR, keeping only that of the past two (2) administrations. Each administration history shall begin with installation of new officers at NGC and end with final NGC Convention.
- e-2. Send a copy of Region's history to NGC Historian and SCR Director at appointed time.

CORRESPONDING SECRETARY shall:

- f-1. Collect from each State President of SCR two (2) copies of the complete list of each state's board members as soon as they are installed, one for the Regional Director and one for the Corresponding Secretary's file.
- f-2. Notify Regional Board Chairpersons of the names and addresses of Corresponding State Chairmen.
- f-3. Keep an up-to-date listing, with addresses, of all NGC Life Members residing in SCR. In cooperation with the Life Membership Chairperson, add new life members to the list annually. This list is to be updated PRIOR to the annual meeting.
- f-4. Execute correspondence requested by the Regional Director.
- f-5. Report on correspondence pertaining to SCR business at the Annual Convention.
- f-6. Read reports of Chairpersons and Representatives who are not present at the General Assembly.

PARLIAMENTARIAN shall:

- g-1. Attend all meetings of the Executive Committee, Board of Directors and Annual General Assemblies of SCR and advise, as needed, on correct parliamentary procedure.
- g-2. Work with Bylaws and Policy Chairperson (Alternate Director) to keep bylaws updated.

- g-3. Study the SCR Bylaws pertaining to the SCR and attempt to keep the Regional Director informed of all necessary action or revisions.
- g-4. Consult with the National Parliamentarian for clarification or ruling if necessary.

EDITOR of *The Communicator* shall:

- h-1. Prepare the regional publication, with approval of SCR Director.
- h-2. Shall email ***The Communicator*** to all SCR executive board members, NGC, Inc. Executive Committee and to anyone requested by the Director.
- h-3. SCR State Presidents shall forward ***The Communicator*** via email to all state members.

Section 4. Election and Terms of Office for Executive Committee

- a. Officers shall be elected for a term of two years or until their successors are elected and assume office. They shall assume office immediately following the close of the Annual Convention at which they are elected, and records shall be passed on by outgoing officers as soon as possible, with the exception of the Director & Alternate Director who shall assume office at the close of the Annual NGC, Inc. Convention at which they are ratified.
- b. The election shall be held at the Annual Convention in odd-numbered years.
 - 1. No SCR elected officer may serve more than one (1) term in the same office except the Treasurer who may serve for two (2) consecutive terms with the approval of SCR Nominating Committee.
 - 2. A State Representative, other than Director or Alternate Director, may repeat an office if there has been one or more intervening administrations.
- c. The Treasurer shall close SCR books on May 31 and transfer all records to the newly elected Treasurer on or before June 15th, in odd years (election years).
- d. Any officer or chairperson may be removed from position, with or without cause, by an affirmative vote of three-fourths (3/4) of the SCR Board of Directors voting in a regular or special meeting with a quorum present, provided that written notice of the meeting has been given to each Board member.

ARTICLE V MEETINGS

Section 1. EXECUTIVE COMMITTEE

- a. There shall be at least three (3) Executive Committee meetings in each administration, one immediately after the SCR Convention in odd-numbered years and two (2) prior to the SCR Annual Convention of each administration.
- b. Quorum: A quorum for Executive Committee meetings shall be seven (7) with a minimum of three (3) State Presidents or their official representatives in attendance.

Section 2. BOARD OF DIRECTORS

Meeting shall be called by the Regional Director, only if necessary to approve action taken by the Executive Committee.

Section 3. ANNUAL CONVENTION

1. The SCR Annual Convention shall be held in the Spring at a date and location selected by the host state in consultation with the Regional Director.
2. Each of the four (4) states shall serve as host according to the schedule of rotation: Texas, Oklahoma, Arkansas, and New Mexico.
3. In the odd-numbered years this convention must be held prior to the NGC Convention.
4. Dates of Regional Conventions shall be set up at least one (1) year in advance and preferably two (2) years in advance. They should not interfere with any NGC events or conventions of states.
5. The SCR Regional Director extends an invitation to the NGC President for her/his choice of conventions as soon as the dates for the convention (s) are determined.
6. All garden club members registered at the convention shall have a vote.
7. A quorum shall be one-half (1/2) of those registered at the convention as long as at least three (3) of the four (4) member states are represented among that number.

ARTICLE VI
EXECUTIVE COMMITTEE

Section 1.

- a. Members are all elected and appointed officers of SCR, the four (4) State Presidents or their official representatives, Immediate Past Regional Director and ALL former Regional Directors.
- b. It shall have all powers to conduct business between Annual Conventions, consulting, as it deems necessary with the SCR Board of Directors.

ARTICLE VII
BOARD OF DIRECTORS

Section 2.

- a. Composition—The Board of Directors shall include all members of the Executive Committee, all Former Regional Directors, all Regional Representatives, all Regional Chairmen and other committee chairmen, all Vice Presidents of member states and all District Directors and all current NGC officers residing in the member states.
- b. All Board of Directors members shall pass records to their successors as soon as possible following the end of their term of office.
- c. Meetings shall be called by the Regional Director, only if necessary to approve action taken by the Executive Committee.

ARTICLE VIII
REGIONAL COMMITTEE CHAIRMEN AND REGIONAL REPRESENTATIVES

- a. All Regional Committee Chairmen and Regional Representatives are appointed by the SCR Director and approved by the Executive Committee.
- b. The Regional Committees shall be: Audit Review Committee, Chaplain, The **Communicator**, Conventions, Credentials, Organization Study & Policy Procedure, Ways and Means, Unified Project and any Committee the Director deems necessary for her administration.
- c. Regional Representatives shall serve as members of the Board of Directors of SCR and shall represent South Central Region on corresponding NGC Committees. They shall contact her/his NGC counterpart if the NGC Chairman has not contacted her and request instruction as to what is expected of this Chairmanship.
- d. SCR Regional Representatives shall request reports from corresponding State Chairman by January 1st each year and send copies of a compiled State Report to her/his corresponding NGC Chairman and the SCR Director by March 1st.

ARTICLE IX
STANDING COMMITTEES, STANDING REGIONAL COMMITTEES & SPECIAL COMMITTEES

Section 1. The Audit Review Committee of three (3), appointed by the Regional Director, shall review the books prior to the Annual Convention in odd-numbered years and present its report for adoption at that meeting.

Section 2. The Awards Committee Chairman shall be responsible for securing donors for SCR Awards Program and request each of the donors to send the proper amount to the SCR Treasurer in a timely manner. The Chairman shall submit a list of all donors to the Treasurer in advance.

The Awards Chairman will keep the SCR Official Seal for use in preparation of awards. The seal is passed to the new Awards Chairman after the close of the installation year SCR Convention, but before June 1 of the same year.

Section 3. SPECIAL COMMITTEES

The SCR Nominating Committee shall:

1. Be composed of a Chairman, nominated and elected at the Executive Committee meeting following the SCR Annual Convention in odd-numbered years, and one (1) representative from each of the member states.
2. Qualifications: to be eligible to serve on the SCR Nominating Committee a person must have served a minimum of two (2) years on the SCR Board of Directors and have attended two (2) out of the past (3) Annual Conventions of the SCR.
3. Meetings shall be held at the SCR Convention in the even –numbered years to select the slate of officers with the exception of Director and Alternate Director, which require special procedure. (Article XI) The Nominating Committee Chairman shall notify the Regional Director in writing of the proposed slate no later than October 1st of the same year.
4. Exact time and location of the meeting shall be the responsibility of the Chairman in consultation with the Convention Chairman. All members of the Nominating Committee shall be notified of this time and place at least six (6) weeks prior to the convention.
5. If a member is unable to attend, she shall notify the alternate who shall represent her/him at the meeting.

Section 4. All other Regional Representatives and Committee Chairmen shall be appointed by the Regional Director. Duties are detailed in Standing Rules.

ARTICLE X

NGC NOMINATING COMMITTEE

Composition—According to the NGC Bylaws, Article X Sec. 1. “The NGC, Inc. Nominating Committee shall be composed of a Chairman, Vice-Chairman and two members from each Region”.

Eligibility—NGC Bylaws, Art, X, Sec. 1-b, “to be eligible to serve as a Member or Alternate member, each member shall have served two (2) years as an officer of a State Garden Club, a minimum of two (2) years as a member of the NGC Board of Directors and shall have attended two (2) of the previous five (5) NGC Conventions prior to assuming that position. The Member or Alternate Member must reside within the Region represented.”

- Section 1.** **Procedure for Selection:** During the even-numbered year prior to service, the Board of Directors of two (2) SCR state organizations shall each elect one (1) representative plus one (1) alternate member to serve on the Nominating Committee.
- Section 2.** **The Member and Alternate Member** shall be presented at the SCR Convention in the even-numbered years.
- Section 3.** **Names of Nominating Committee members** shall be published in “*The Communicator*” in the even-numbered years and the representative and alternates shall be announced at the Annual Convention in even-numbered years.

ARTICLE XI

ELECTION OF REGIONAL DIRECTOR AND ALTERNATE DIRECTOR

(See NGC Bylaws, Art XI, Sec. 2a-b)

- Section 1.** The office of Regional Director shall be rotated among the member states as follows: Arkansas, Texas, New Mexico and Oklahoma. In the event a state does not have a qualified candidate, that state shall yield its turn to the next state in order of rotation. The state, which has yielded, shall not be entitled to the office until its next turn, in order of rotation.
- Section 2.** The Regional Director and Alternate Director nominees must be endorsed by vote of their State Board of Directors at its regular meeting preceding the Regional Convention in the even-numbered years prior to assuming office. The prospective names are to be submitted, in writing, to the current Regional Director by the State President before January 1st of the even-numbered years. The Regional Director in turn, will send the names to the NGC Nominating Committee as soon as they are elected. If no one is qualified from the state in rotation, that information must also be supplied immediately and the Regional Director shall notify the next state in rotation so nominees may be supplied from that state as soon as possible.

Section 3. **Vacancy and Additional Duties** (See NGC Bylaws, Article IX, Sec. 9, Article XI, Sect. & NGC Standing Rules 7 through 11 Regional Directors)

**ARTICLE XII
PUBLICATIONS**

The Official publication of SCR shall be ***The Communicator***.

**ARTICLE XIII
PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of ***Roberts Rules of Order Newly Revised*** shall govern the SCR in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and Standing Rules.

**ARTICLE XIV
INDEMNIFICATION**

Any current or former member of the SCR Board of Directors who was or is a party or is threatened to be made a party to any threatened, pending or completed action, or proceedings, taken on behalf of SCR, shall be indemnified for all expenses and liabilities actually and reasonably incurred in connection therewith only to the extent that their conduct was authorized by SCR and to the extent permitted by Subsections 1 and 2 of Section 355.476 of the Missouri Revised Statutes.

**ARTICLE XV
AMENDMENTS**

Section 1. These Bylaws may be amended at any SCR Annual Convention by a two-thirds (2/3) vote of those registered, present, and voting, provided notice of the proposed amendment has been published *in **The Communicator*** along with the call to convention or without notice by unanimous consent by all registered, present and voting.

Section 2. In the event that an SCR Convention cannot be held due to an unusual or emergency situation, stated so by the Regional Director in consultation with the Executive Committee, these Bylaws may be amended by a two-thirds (2/3) vote by electronic ballot.

**ARTICLE XVI
SUSPENSION**

Any part of these bylaws may be suspended by a majority vote of those registered, present and voting at the SCR Annual Convention, provided an unusual or emergency

situation exists which can only be dealt with by suspension. The Executive Committee must declare the need for the suspension.

ARTICLE XVII DISSOLUTION

Upon dissolution of the Corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501-(c) 3 of the Internal Revenue Code, or corresponding section of any future federal tax code, and as spelled out in the Articles of Incorporation.

New bylaws Adopted 2001
Bylaws Revised 2005
Bylaws Revised 2007

BYLAW ADDENDUM

Organized – South Central Region of the National Garden Clubs, Inc., was one of the seven original Regions (becoming eight Regions in the 1950s) established in 1932 for the purpose of serving as a link between the National Organization and member State Organizations and fulfilling NGC's Objectives and Purposes. The purposes of SCR are outlined in the Articles of Incorporation and in Article I of these Bylaws.

Disbursements All donations or revenue in excess expenses incurred by SCR will be used for operation or charitable purposes or for the completion of projects.

Bylaws Adopted March 2005

Electronic Voting – Meetings of committees may be held in person, by telephone conference or through electronic communications media so long as all the members may simultaneously hear each other and participate during the meeting. (March 29, 2014).

Committees approved for Electronic Voting: Executive, Finance, and Nominating
See Guidelines for Electronic Voting –Standing Rules- pages 23-24.

Revised April 2015
Tulsa, Oklahoma

STANDING RULES

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STANDING RULES

These Standing Rules shall not be in conflict with The South-Central Regions Bylaws and may be amended at any regular or special meetings of the SCR Executive Committee by two-thirds (2/3) or majority vote on previous notice.

All SCR officers and chairmen shall be volunteers and there will be no paid employees, within the meaning of section 501c 3 of the Internal Revenue Code, or corresponding section of any future federal tax code, and as spelled out in the Articles of Incorporation.

All documents of SCR, Articles of Incorporation and all other pertinent papers pertaining to SCR be physically held in the possession of former SCR Director, Barbara Baker, who resides in Fort Worth, Texas. NOTE: SCR was incorporated in the state of Texas.

SCR FINANCES

SCR Finances shall consist of the following:

1. Awards

- a. Award Endowments contributed by Award donors are kept in a separate account with only the interest used for awards.
- b. Any Awards contributions made by donors and not used one year will remain in an account and the donor is not contacted to contribute the following year.
- c. Checks for Awards to be written by the SCR Treasurer, with a notation on each check "to be cashed within 45 days", after the voucher is received from the award recipient.

2. Life Membership

- a. SCR Life Membership shall be \$ 50.00.
- b. SCR Life Membership pins shall be \$5.00. (Adopted 4/28/17).
- c. Monies derived from SCR Life Memberships shall be deposited into the SCR Scholarship fund. (Approved April 28, 2017).
- d. All proceeds from "*A Gardeners Book of Inspiration, Smiles, Quips and Quotes*" be deposited into the Scholarship fund. (Adopted 4/10/15).

3. Member State's Responsibilities

- a. Each member State Federation shall make an annual dues payment of \$100.00 to the SCR General Fund for clerical and office expenses. (March 2004)
- b. Dues payment to be paid to the SCR Treasurer by June 1st of each year.

4. Regional Director

- a. NGC, Inc. allows NGC travel funds annually to each Regional Director. To receive

this allotment, the Director must send an itemized list of expenses with paid bills to NGC Headquarters. This money is for NGC Functions, not SCR functions.

- b. SCR allows the SCR Director \$2000.00 per administration for expenses incurred as Director of SCR. An itemized list of expenses shall be submitted to the SCR Treasurer with all reimbursement requests. The last reimbursement request MUST be submitted by the last convention of his/her administration. This money is for Regional Functions and additional expenses, not NGC functions. (Adopted March 22, 1997, at Albuquerque, NM; amended March 18, 2007, at Tulsa, OK, amended April 29, 2017, Albuquerque, NM).

5. Website/Social Media

- a. SCR will maintain and keep current a website and Facebook page to promote SCR projects, events and to provide up to date information for all SCR members. SCR will incur any expenses associated with maintaining the SCR website. (4/29/19).

6. Bonding

- a. That SCR incur the expense of bonding the SCR Director and Treasurer for their term (Adopted 4/12/19).

7. Credit and Debit Card

- a. That The SCR Director and treasurer have a debit card issued from the SCR bank account for necessities (deposits and budgeted expenses, website cost, etc.) And that SCR hold a Credit Card for necessities of future conventions. (Adopted 4/13/19)

8. Ways & Means

- a. Each Director may appoint a Ways and Means Chairman to sell items at each of the Regional Conventions or conduct fundraisers or auctions in order to increase the monies in the operating fund.
- b. Each state is allowed to have a sales table at the conventions if space allows.

**CONVENTIONS
PROCEDURE**

- 1. There shall be two (2) annual conventions held during each administration.
- 2. Each of the four states shall serve as host according to the schedule of rotation. (Oklahoma, Arkansas, New Mexico, and Texas) in the odd-numbered years this convention must be held prior to the NGC, Inc. Convention.
- 3. Dates of Regional Conventions should be set up at least one year in advance and preferably two years in advance. They should not interfere with any NGC events or conventions of the States. The SCR Director along with the State Presidents of the Host States determines the date of the conventions.

4. As soon as the dates have been set the SCR Regional Director sends the dates to the Editor of ***The National Gardener*** for publication.
5. The Regional Director extends an invitation to the NGC, Inc. President for her choice of conventions as soon as the dates for the convention (s) are determined.
6. The Regional Director shall be responsible for sending the required information concerning the convention to the Editors of the State Publications in SCR well in advance of deadlines for publication.
7. The State President appoints the Convention Chairman and the city with the SCR Director's approval. The Convention Chairman shall appoint her Vice Chairman with the approval of the State President.
8. The Regional Director together with the President of the Host State or the Designated Chairman of the Regional Convention shall specify the amount of the registration fee for the convention. It should be kept to a minimum but must be sufficient to cover the necessary expenses of the convention.
9. There is to be a complimentary packet and optional events for the NGC President, or her representative, the SCR Director, any member of the NGC Board of Directors if on the program, and any other such persons as the Host State and Regional Director shall specify and shall be part of the Convention expense.
10. All expenses of the Convention shall be paid through the SCR Treasury, and NOT the hosting state.
11. The hosting state is responsible for presenting an income and expense report for the SCR Convention hosted at the following SCR Annual Convention.
12. Any monies remaining in the SCR Fund after all bills have been paid shall be divided as follows: one-half (1/2) to the Host Club or State and one-half (1/2) retained by the SCR Treasury. A copy of the financial statement shall be sent to the SCR Director. The Director shall work closely with the Host State to see that a deficit does not occur.
13. If the SCR Convention is held in conjunction with a State convention, the SCR finances **MUST** be kept separate from the State's finances.

CONVENTIONS

Responsibilities of Host State for SCR Convention

1. **In consultation with the SCR Director the Host State shall:**
 - a. Provide a Convention Chairman and Registration chairman.
 - b. Select a site with adequate housing for all attending with large enough rooms for scheduled meetings, accommodations for special meals if desired, space for workshops or panel discussions if planned, and adequate spacing for staging programs.
 - c. Provide badges and packets for attendees.
 - d. Have programs printed.
 - e. Select all menus, arrange tours, teas, or any other special functions.
 - f. Be responsible for all desired favors and flowers used at the meeting and assume the expense for these items. (Favors and door prizes are **OPTIONAL**)

- g. Appoint Pages for all Officers requiring a Page.
- h. Be responsible for meeting trains, planes, or services to greet distinguished guests and speakers and furnish information regarding such service to all up on request.
- i. Be responsible for publicity for SCR Convention.
- j. Prepare a complete report of the convention, with three (3) months, including a copy of the printed program, publicity, financial report, and any other pertinent information, which might prove helpful to future chairmen of SCR conventions.

CONVENTIONS

Call to Convention

1. The Official Call to the SCR Convention via ***The Communicator*** and/or electronic mail shall be sent to all members of the SCR Board of Directors and to the Editors of the four state publications.
2. The official call to the SCR Convention should appear in the Fall/Winter issues of ***the Communicator***, with invitations being extended from the SCR Director and the President of the Host state in the winter issue.

AWARDS

1. Award donations contributed by Award Donors and not used in one year will remain in an account and the donor is not contacted to contribute the following year.
2. Award Endowments contributed by Award Doors are kept in a separate account; only interest is used for awards.
3. Checks for awards are to be written only once a year with a notation on each check allowing a maximum of 45 days to cash the checks.
4. **Youth Awards account to be set up as a separate entity.**

SCR DIRECTOR & ALTERNATE SCR DIRECTOR

Additional Requirements & Duties

1. Both Regional Director and Alternate Director must reside within the Region they represent and be nominated & elected by policies of NGC and SCR Bylaws.
2. **Endorsement**—The Regional Director and Alternate Director Nominees must be endorsed and elected by their State Board of Directors. (NGC Bylaws, Article XI, Sec. 2a and 2b) The election must be held when the governing board is in session. The State President must submit in writing, the name of the prospective Regional Director and Alternate Director to the current SCR Regional Director by January of the even-numbered years if qualified people are available.
3. Notify the four (4) State Presidents by July 1st following her/his installation that each state is to select a representative to serve as an officer on the SCR Executive Committee for the coming administration. Send names of the representatives to the SCR Nominating Committee Chairman

- at least six weeks prior to the SCR Convention in even-numbered years so that officer assignments may be made by the Nominating Committee in even-numbered years.
4. Notify the State next in rotation by July 1st odd-numbered years for Regional Director and Alternate Regional Director and the States next in rotation for NGC, Inc. Nominating Committee member and Alternate member, so that these Representatives may be elected at least six (6) months prior to the SCR Convention in the even numbered years.
 5. Certify the eligibility of the candidates for Director and Alternate Director as submitted by the proper state in rotation and certify that the recommended candidates have met the necessary qualifications prior to being elected by the governing body of their own State Federation.
 6. Certify the eligibility and endorse for ratification of candidates for Director and Alternate Director. Certify that these candidates have been endorsed by their own State Federations & have met the necessary qualifications.
 7. Send names of elected candidates to Chairman of NGC, Inc. Nominating Committee upon request from that chairman, or immediately following election.
 8. Send to NGC, Inc. Headquarters, for placement in her/his Regions notebook, statistical information, recommendations, motions (dated), amended SCR Bylaws and information of historical nature following the last SCR Convention.
 9. Keep a file of recommendations and motions (dated) passed during her/his term of office and include with official copy of SCR Bylaws to be passed on to her successor.
 10. Pass on to her/his successor a complete notebook file of reports and SCR activities during her/his term of office.
 11. Regional Directors files shall be kept for two administrations; previous Directors being offered the files. Regional history files shall be kept for two administrations, with previous histories being offered to the Former Directors or their states. Records not accepted by Directors or states shall be discarded. (Adopted April 7, 1991)
 12. Work with the Editor of ***The Communicator*** on information and contents of the newsletter for each issue. The Director's message or greeting should be included in each issue.
 13. Request reports by March 1st from State Presidents, Regional Representative and Chairmen. This request should be sent prior to January 1st of each year.
 14. At the end of the term, the Director shall install incoming officers or select another installing officer.

STATE PRESIDENTS Responsibilities

1. Encourage attendance at South Central Region Conventions.
2. Send a copy of the State Board of Directors with addresses to the Corresponding Secretary of SCR and SCR Director.

3. Invite SCR Director to attend at least one state convention during her/his term of office, underwriting her/his registration, housing, and meals. Any other conventions attended should be at the Director's expense.
4. Keep a copy of the SCR Bylaws and minutes of SCR Conventions in the State President's file and pass to successor.
5. Print name and address of SCR Director together with her/his Regional theme in the State Publication.
6. Publish location, date, registration information and tentative program of Regional Convention in State Publication.
7. Place names of NGC, Inc. President, First Vice-President, SCR Director, and SCR Historian on the mailing list for complimentary copies of the State Publications.
8. In conference with SCR Director, plan the program schedule for the Annual SCR Convention.
9. Send the name of person serving on SCR Nominating Committee, the alternate to the SCR Director immediately following her/his Board of Directors meeting in odd-numbered years. (Summer or Fall)
10. Prepare a 1-Page article for ***The Communicator*** for each of the issues during her/his term, paying attention to deadline dates.
11. When the state is responsible for nomination of Regional Director and Alternate Director, nominees are endorsed during the meeting in odd-numbered years by the State Board of Directors. Prospective names are to be submitted in writing to the current Regional Director prior to January 1st of the even-numbered year. If no one is qualified in the state in rotation for these offices, that information must also be supplied to the Regional Director.
12. During the State Fall Board meeting in odd-numbered years, according to rotation (Arkansas & Texas) (New Mexico & Oklahoma) the Board of Directors of the state shall elect one representative and one alternate to serve on the NGC Nominating committee. These are to be sent to the Regional Director.

THE COMMUNICATOR

The Editor Shall:

1. Encourage SCR Chairpersons and Representatives to submit articles for publication. All articles to be subject to editing by the Editor.
2. Publish deadlines for ***The Communicator*** in each issue of the publication.
3. Brief articles and notices in the calendar may be included concerning: Ways and Means Projects & garden related organizations in SCR without charge. Ads promoting projects by member states of NGC, Inc. shall be included in the charge. Modest advertising rates shall be charged for advertisements. Projects of individuals, individual clubs or garden related organizations shall be charging a minimal fee, minimum of \$25.00 for one-fourth (1/4) page.
4. Include the Call to the SCR Annual Convention. (Refer to Call to Convention of these Standing Rules)

5. May publish resume and picture of incoming SCR Director in the final issue of ***The Communicator*** of the outgoing Regional Director.
6. Publish minimally 6 issues (annually, February, June, and October) of ***The Communicator*** per administration. (Amended 3/31/21).
7. Publish Award Rules in the Fall issue each year.

SCR E-MAIL VOTING GUIDELINES

These guidelines shall not be in conflict with the SCR Bylaws and Standing Rules and may be amended at any regular or special meetings of the SCR Executive Committee by a two-thirds vote or a majority vote with previous notice.

1. The following committees are permitted in SCR bylaws to conduct business of an **URGENT** nature by electronic device:

Executive Committee

Finance Committee

Nominating Committee

Urgent is defined as specific questions requiring immediate attention.

2. The following are guidelines to be observed when an e-mail vote is conducted by one of above committees:
 - a. The SCR Director or Chairman of the appropriate committee shall present action to be approved in the form of a motion and send this motion to each member of the voting body by electronic device. (Those who are entitled to be present but not vote at committee meetings shall be copied on the electronic message.) The SCR Director/Chairman shall request confirmation of receipt. An explanation of the circumstances, including why the matter cannot wait for the next committee meeting, must accompany the motion. The name of the Secretary to whom the vote is to be returned will be included in the e-mail as well as the period of time allowed for voting. (This time period may vary from committee to committee or situation to situation depending on the urgency and shall be determined by the individual SCR Director/Chairman.)
 - b. Comments, either positive or negative, (debate) may be made by any voting member or person entitled to be present at a committee meeting and should be sent to all.
 - c. Votes on the motion are to be returned to the SCR Recording Secretary or designated Committee Secretary within the stated time period. The SCR Director/Chairman may vote on the motion with other committee members.

- d. A vote may be changed up until the time that the SCR Director/Chairman declares that a motion has been adopted/defeated.
 - e. **A majority vote of the entire committee shall adopt a motion.** A motion will be considered adopted whenever a majority vote of the entire committee in the affirmative is reached, even if it is before the end of the specified time period.
 - f. The SCR Recording Secretary/Appointed Committee Secretary shall compile the vote and immediately notify the SCR Director/Chairman when a majority vote of the entire committee has been reached. At the end of the voting period, the Secretary shall send a Tellers Report to the SCR Director/ Chairman which will include:
 - Record of those sent the motion (including those copied)
 - Date and time motion was sent, and the polls were open.
 - Number of votes needed for approval.
 - Number of votes cast
 - Number in favor.
 - Number opposed.A roll call of the voting will be available from the Secretary upon request by any committee member.
 - g. The SCR Director/Committee Chairman will immediately declare the result of the vote to all members of the appropriate voting body by electronic device when notified by the Secretary that a majority vote has been reached and will send out the Teller's Report at the end of the specified time period.
 - h. The motion, Tellers Report and result of the vote shall be recorded in the next meeting of the Committee.
3. a. That the scholarship Committee be permitted to conduct all business electronically. (Adopted 4/29/17).