




Standing Rules of the Arizona Federation of Garden Clubs

April 14, 2023



AFGC STANDING RULES
APRIL 14, 2023

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**STANDING RULES
OF THE
ARIZONA FEDERATION OF GARDEN CLUBS, INC.**

These Standing Rules shall not be in conflict with the Arizona Federation of Garden Clubs, Inc. (AFGC) Bylaws and may be amended or revised at any regular or special meeting of the AFGC Board of Directors by a two-thirds (2/3) vote or a majority vote with previous notice.

ADVISORY COMMITTEE

Membership and duties are outlined in AFGC Bylaws ARTICLE XIII.

AWARDS

1. Available AFGC Awards and Pacific Region Garden Clubs, Inc. (PRGC) Awards shall be sent electronically annually to be published in the summer or fall edition of the *Greenleaf* or sent to AFGC Local Garden Club Presidents and other members of the Board of Directors and posted on the AFGC Website.
2. Available NGC Awards shall be posted on the NGC Website, www.gardenclub.org and the PRGC Website, www.pacificregiongardenclubs.org respectively. Each year the AFGC Awards Chairman shall notify the Local Garden Club Presidents electronically of the locations.
3. The award year for NGC and PRGC Awards will be the calendar year, January 1-December 31.
4. All awards earned by AFGC or its clubs and members shall be posted on the AFGC Website.
5. AFGC Awards Chairman should actively encourage clubs to apply for awards, publicize awards at AFGC Local Garden Club Meetings, District Meetings and the AFGC Annual Meeting and/or AFGC Biennial Convention.
6. AFGC Awards Chairman shall supply AFGC Application Forms and any necessary material needed by Local Garden Clubs or its members submitting awards. AFGC Awards Chairman shall offer assistance in preparing awards as needed. The form shall be posted on the AFGC Website.
7. AFGC Awards Chairman shall select an Awards Committee with a minimum of three (3) members to evaluate Books of Evidence and determine AFGC award winners. Winner applications shall be submitted to the NGC and PRGC Chairmen by AFGC Awards Chairman. AFGC Awards Chairman shall observe the dates that applications and Books of Evidence must be submitted to the Chairmen.
8. The Awards Chairman shall coordinate with the AFGC President and Convention Chairman for the presentation of AFGC, NGC and PRGC Awards at the Annual Meeting and/or AFGC Biennial Convention.
9. The AFGC Recording Secretary shall include the Awards Report with the minutes of the Annual Meeting to be archived digitally according to the AFGC Record Retention Plan.
10. When AFGC wins an award or plaque, the AFGC Chairman or the person who earned the award or plaque shall be given custody of it. The AFGC Awards Chairman shall be responsible for distributing awards or plaques to recipient AFGC Local Garden Club President or AFGC member. If necessary, mailing is the responsibility of the chairmanship. The AFGC Historian/Archivist Chairman shall archive location of award or plaque to be filed digitally according to the AFGC Retention Plan.

11. The Awards Chairman should receive three (3) yearbooks from each club wishing the yearbooks to be judged. The District Directors shall inform AFGC Local Garden Club Presidents to mail the Yearbooks to the AFGC Awards Yearbook Chairman or bring the yearbooks to the AFGC Fall Board Meeting to be given to the AFGC Awards Chairman. See AFGC Standing Rules – DISTRICT DIRECTORS AND DISTRICT MEETINGS #8.

12. Yearbook Awards
 Each yearbook judged shall receive the appropriate award depending on the score earned.
 Yearbook Scoring Scale:
 - a. Blue Ribbon – score of 90 or over.
 1. The blue ribbon winner in each category of membership shall receive an award.
 2. The top blue ribbon winner of all categories shall be given the Best in State Award.
 - b. Red Ribbon – score of 85-89
 - c. Yellow Ribbon – score 75-84
 - d. White Ribbon – score below 75

13. The **Public Relations Award** may be given if merited to a member or non-member for contributions to AFGC in that area. A list of winners of the Public Relations Awards should be archived digitally according to AFGC Record Retention Plan. Award applications should be sent to the State President for determination of winner in each District after consultation with the District Director.

14. AFGC State President may present up to six (6) **Presidential Citations** each year. An AFGC member may receive an indefinite number of Presidential Citations. A list of winners of Presidential Citations shall be archived digitally according to the AFGC Record Retention Plan.

15. AFGC shall award a **Certificate of Appreciation**, at a District Meeting, to a garden club member with a National Garden Clubs, Inc. membership of 25 years, with succeeding certificates awarded in five (5) year increments. AFGC Local Garden Club President shall notify the AFGC Membership Chairman of those eligible for the Certificate of Appreciation by providing the name of the eligible recipient and years of NGC Membership by January 1.

16. The **Arizona Flower Show Judges Council (AFSJC) Doris Helvig Creative Design Award** shall be awarded annually to an AFGC member outstanding in furthering the art of creative floral design. The winner shall be chosen each year by the AFGC President, AFGC Awards Chairman, President of AFGC Flower Show Judges Council and AFGC Flower Show Awards Chairman. Applications shall be submitted by an AFGC Local Garden Club or District. No one may win the award more than once. The award, a contemporary vase on a wooden base, will be retained by the recipient for one year. The recipient's name and the year will be inscribed on the base. A certificate will be awarded and the vase and certificate shall be presented at AFGC Annual Meeting by the President of Arizona Flower Show Judges Council.

17. AFGC Laurel Award
 The AFGC President may present, if merited, up to four (4) Laurel Awards annually. The AFGC Laurel Award shall be given to an AFGC member who has:
 - a. Brought innovation to their position and/or
 - b. Served AFGC in more than one capacity and/or
 - c. Displayed qualities such as outstanding leadership, dedication, enthusiasm, dependability, exemplary execution of duties and/or
 - d. Steadfastly served AFGC for many years with sustained diligence and dedication.
 An AFGC member(s) shall submit a candidate's name for this award to the AFGC Awards Chairman. An AFGC Laurel Award Application Form shall be available from the AFGC Awards Chairman and posted on the AFGC Website. Recipients shall be selected by the AFGC President, AFGC Awards Chairman and three (3) other AFGC members chosen by the AFGC Awards Chairman. Recipient(s) shall receive an AFGC Laurel Award Certificate.

BOARD OF DIRECTORS

1. All AFGC Board of Directors members will serve as a liaison with NGC and Pacific Region Garden Clubs, Inc., if a corresponding position exists.
2. Each AFGC Board of Directors member shall obtain the following information relevant to the position's file to be supplied by the AFGC website:
 - a. Job Description – It shall be updated by the Officer, Director, Board Chairman as needed and the AFGC President and AFGC Job Description/Parliamentarian shall be notified electronically of the change.
 - b. Procedure/Form Guidelines
 - c. AFGC Bylaws and Standing Rules
 - d. Dated Reports and directives
 - e. Minutes of meetings pertinent to the position
 - d. *Greenleaf* articles pertinent to the position

3. All pertinent material accumulated by any member of the Board of Directors during the term of office, including Officers, District Directors and Board Chairmen, shall be turned over to their successor by the AFGC Biennial Convention. The Treasurer should turn over his/her records within one month of the calendar year closing of the books of May 31.

In an odd-number year of the State President's installation at the AFGC Biennial Convention, all bank accounts shall have Former State President's name and Treasurer's names removed and transferred to current State President's and Treasurer's names by May 31. All archived materials shall be given to the newly installed State President at the AFGC Biennial Convention.

4. The President, Treasurer, Bylaws and Standing Rules Committee Chairman and Nominating Committee Chairman shall have a current copy of National Garden Clubs, Inc.'s (NGC) Bylaws and Standing Rules and Pacific Region Garden Clubs, Inc.'s (PRGC) Bylaws and Standing Rules. These documents may be obtained on the NGC Website, www.gardenclub.org and the PRGC Website, www.pacificregiongardenclubs.org.
5. An officer or committee chairman shall not receive remuneration for AFGC position services rendered unless authorized by the AFGC Executive Committee and AFGC Board of Directors. Budgeted expenses for officers, directors and chairmen shall be paid with submission of original receipt.
6. Minutes of all meetings of AFGC committees where formal action is taken shall be recorded. The AFGC President is an *ex officio* member of all AFGC committees except the Nominating Committee, and he/she shall be notified in advance of committee meetings. All committee members should receive a copy of the minutes.
7. Members of the AFGC Board of Directors shall send reports electronically to NGC and Pacific Region Garden Clubs, Inc. (PRGC) officers and chairmen as required.
8. Members of the AFGC Board of Directors shall prepare an AFGC Annual Report to be distributed electronically to the AFGC President, AFGC 1st Vice President, the Recording Secretary and AFGC Historian/Archivist Chairman.
9. AFGC Elected and Appointed Officers may give an oral report at the AFGC Annual Meeting, AFGC Biennial Convention, with members of the Board of Directors reporting as deemed necessary.
10. All Board of Director members shall receive an electronic copy of the minutes of the AFGC Board of Directors Fall and Winter/Spring Meetings.
11. Information distributed by an AFGC Board of Directors member must include name of sender, dated and sent electronically. Board Member should consult with the State President before sending out correspondence that might be a policy decision or need action by the Executive Committee.

12. A copy of all importance correspondence shall be sent to the State President.
13. Members of the Board of Directors shall attend Board of Directors Meetings and the AFGC Annual Meeting and shall notify the AFGC President of any unavoidable absence.
14. During the AFGC Biennial Convention the Incoming AFGC Board of Directors shall be allotted meeting time for distribution of materials and information.
15. AFGC stationery is available from AFGC Corresponding Secretary.

BOARD OF DIRECTORS MEETINGS

1. The AFGC Fall Board of Directors Meeting shall be held during the month of October. Annually the AFGC Corporate Board of Directors (AFGC Officers) shall meet at the Fall Board of Directors Meeting. The AFGC Spring Finance Committee Meeting and AFGC Executive Committee Meeting and if possible, AFGC Board of Directors Meeting shall be prior to the AFGC Annual Meeting.
2. The voting members at the Board of Directors Meetings are listed in ARTICLE XI, Section Membership of the AFGC Bylaws. Other garden club members are invited to attend as non-voting members.
3. Minutes of Board of Directors Meetings, after they have been approved by three (3) monitors appointed by the State President, will be sent to all members of the Board of Directors.
4. The Board of Directors must consider all recommendations passed by the Executive Committee for approval.

CONVENTIONS (AFGC)

1. Guidelines for planning the Biennial Convention shall be made available to the Convention Chairman as soon as an appointment is made.
2. The State President appoints Convention Chairmen for the one convention held during the term. The President-Elect should select the Convention Chairman for the convention to be held during that administration as soon as possible after election in the odd-number year.
3. The Convention Chairman shall be a member of the Board of Directors for a two-year term prior to the Convention in which the Chairman serves.
4. The outgoing Convention Chairman shall present the report of the Convention at the Fall Board Meeting that follows immediately after that Convention. This will complete the Chairman's term on the Board of Directors.
5. The incoming Convention Chairman shall present an estimated budget for the next Biennial Convention for the approval by the Finance Committee, Executive Committee and the Fall Board of Directors Meeting. This shall include estimated attendance, registration fees, cost of meals, programs, gratuities, printing of program and other items necessary for preparation for the Biennial Convention.
6. AFGC Conventions rotate among the Districts in odd-numbered years in this suggested order: Western, Eastern, Southern, Central and Northern. The District Director should be contacted at least two (2) years in advance to ascertain that the District is willing and able to host a Biennial Convention. If a District must pass, the next one in rotation should be contacted. The President-Elect will select the place, time, format for the Annual Meeting or Convention in the even-numbered years.

7. A written request to the Treasurer, by the host District shall secure for the District an advance of four thousand dollars (\$4,000) two years prior to the date of the AFGC Biennial Convention. This advance should be returned to the Treasurer after checks have cleared within approximately one month after the close of the AFGC Biennial Convention.
8. The AFGC President's registration, meals and lodging shall be an expense of the AFGC Biennial Convention.
9. The NGC President or the PRGC Director, if attending, shall be furnished registration, package plan, optional meals, and trips as an expense of the AFGC Annual Meeting or the AFGC Biennial Convention. Due to travel time, courtesies shall include one day prior to and one day following the Convention.
10. During the term of office, the AFGC President shall extend an invitation to the NGC President to attend the AFGC Biennial Convention in the odd-numbered year and to the PRGC Director to attend the AFGC Annual Meeting during the even-numbered year.
11. A Memorial Service shall be held at the AFGC Annual Meeting in the even-numbered year and at the AFGC Biennial Convention in the odd-numbered year. Names of those remembered shall be sent electronically to the Historian/Archivist Chairman by the person conducting the Memorial Service. Cell phones shall be in the off mode and cameras shall not be allowed during the Memorial Service.
12. A registration fee shall not be charged non-member spouses and/or guests who attend the AFGC Biennial Convention.
13. The voting members at the AFGC Biennial Convention or AFGC Annual Meeting are listed in AFGC Bylaws ARTICLE XV, Section 1, a. All members, voting and non-voting, are welcome and urged to attend the Biennial Convention and Annual Meeting.
14. Any member garden club and/or District that does the start-up work and assumes the primary responsibility of any major AFGC project, shall receive 50% of the surplus, which shall be distributed at the discretion of the District Director. In case of loss, AFGC will absorb the cost.
15. The Treasurer shall deposit all surplus monies into the General Fund.

CONVENTIONS AND BOARD MEETINGS (NGC)

1. The State President serves on the NGC Board of Directors. A Vice-President or President-Elect may serve as an alternate if the State President is unable to attend. If a Vice President or President-Elect serves as an alternate that portion of the President's allotment will be paid to that person. For that meeting the alternate will be a voting member of NGC Board of Directors, also.
2. At the NGC Annual Convention, the AFGC President serving with the current NGC President, if attending the meeting, gives the President's report and accepts the awards for AFGC at the Awards Banquet. Each AFGC State President is entitled to represent Arizona at two consecutive NGC Conventions.
3. When AFGC's election occurs following the NGC Convention, the nominee for President should attend the Presidents' Breakfast at the NGC Convention with the incumbent.
4. The delegate voting strength of Arizona is based on its paid membership to NGC. (See NGC Bylaws, ARTICLE XII, Section 2.)
5. The State President will file credentials with NGC as outlined in NGC Bylaws. (See NGC Bylaws, ARTICLE XII, Section 3)

CONVENTIONS AND BOARD MEETINGS (PRGC)

1. The AFGC President and AFGC members who are PRGC Chairmen are voting members of the PRGC Board of Directors and at the PRGC Annual Convention.
2. Voting strength of AFGC is based on the paid membership to NGC. It shall be determined by the number of delegates allowed for each state as listed in NGC Bylaws, ARTICLE XII, Section 2. B. In addition, all members of NGC Board of Directors who reside in Arizona are eligible to vote.
3. Arizona's turn for hosting a Pacific Region Convention will be in the rotation established by Pacific Region Garden Clubs, Inc.'s Bylaws and Standing Rules.
4. If the AFGC President cannot attend the PRGC Annual Convention, the AFGC President-Elect or a Vice-President shall attend and receive the allotment due the AFGC President.
5. The AFGC President shall carry out the responsibilities of a State President as listed in Pacific Region Garden Clubs, Inc.'s Standing Rules – STATE PRESIDENTS – 1. Responsibilities.

CORPORATE BOARD OF DIRECTORS

1. The Corporate Board of Directors meets annually, preferably in October, if possible.
2. The officers of AFGC are elected at the Annual Meeting to serve as the Corporate Board of Directors.

COURTESIES TO STATE PRESIDENT

The State President shall be a guest at all District Meetings, Schools, Symposiums, Biennial Convention and other AFGC sponsored events.

DISTINGUISHED CLUBS

1. AFGC clubs with membership and service to AFGC of 50, 60 or 70 years shall be classified as distinguished clubs.
2. These clubs shall be classified by level of years as follows:
 - a. Gold--50 years.
 - b. Platinum--60 years.
 - c. Diamond--70 years.
3. AFGC Distinguished Clubs shall be recognized by special invitation from the AFGC President to the AFGC Annual Meeting/Biennial Convention upon recommendation of the AFGC Membership Chairman.
4. Certificates for years of service will be awarded with the following seals:
 - a. Gold Seal for 50 years.
 - b. Silver Seal for 60 years.
 - c. Silver Seal with glitter or Iridescence Seal for 70 years.

5. These distinguished clubs will be announced by the AFGC Membership Chairman and certificates presented to them by the AFGC President at the Annual Meeting. There will be special seating for Distinguished Club Presidents at the Annual Meeting.
6. In the AFGC Yearbook/Directory, each garden club will have date organized and date federated listed under each garden club's name. Distinguished Club levels will be listed as appropriate.
7. Articles by the AFGC Publicity Chairman in the *Greenleaf* and press releases to local newspapers shall describe the accomplishments and history of the AFGC Distinguished Clubs on reaching each distinguished seal level.

DISTRICT DIRECTORS AND DISTRICT MEETINGS

1. Duties and selection of District Directors are listed in the AFGC Bylaws, Section VIII, Section 13.
2. Each AFGC Local Garden Club shall compile and email to the Assistant Treasurer the name, address with zip code, email address and telephone number with area code of all AFGC Local Garden Club officers and members to update the database/directory by July 1. AFGC Assistant Treasurer shall email contact information to the AFGC President, AFGC Treasurer, AFGC Yearbook Chairman and AFGC Website.
3. The District Directors, or designated alternates, are required to attend all meetings of the Executive Board, Board of Directors and Biennial Convention and shall notify the State President of an unavoidable absence.
4. One (1) District Meeting per year shall be held. Conjoint District Meetings are acceptable. Invitations shall be sent to the AFGC President and District Directors outside the home District. The District Director is encouraged to invite the AFGC Board of Directors including Officers, District Directors, Chairmen and Local Garden Club Presidents.
5. The District Directors shall coordinate with the AFGC President and AFGC Event Calendar Chairman and AFGC Local Club Presidents on selecting dates for District Meetings/Gatherings to avoid conflicts with other District Meetings or AFGC sponsored events.
6. The State President shall be a guest of the District at the District Meeting.
7. Invitations to District Directors to attend club meetings and functions either within or without the District should be accepted, if possible.
8. The District Director shall annually notify the AFGC Local Garden Club Presidents in the District by the AFGC Fall Board Meeting that five (5) yearbooks are to be distributed by the club to the following: AFGC President one (1); AFGC Awards Chairman three (3); District Director one (1). Once yearbook judging is completed, one (1) copy should be forwarded to the AFGC President-Elect or First Vice-President by the AFGC Awards-Yearbook Chairman.
9. Copies of information circulated by the District Directors to the District Clubs shall be concurrently sent electronically to the State President.
10. Orders for NGC calendars should be obtained before August 15 from each club within the District and a District order sent to NGC Member Services in time to obtain discount for clubs and members.

ENDORSEMENTS

AFGC shall be extremely cautious about endorsing any product and shall accept no payment for said endorsement if given. The Executive Committee must first clear the use of AFGC's name on any endorsement.

EXECUTIVE COMMITTEE

1. At least three (3) weeks prior to the Executive Committee Meeting, or as directed by the AFGC President, recommendations must be sent electronically to the State President to be included on the agenda.
2. Agendas for an Executive Committee Meeting shall be sent electronically to members of that committee two (2) weeks prior to meetings, if possible.
3. A copy of a report shall be sent electronically.
4. The AFGC President will notify the AFGC Board of Directors Chairman or an AFGC School Council President of pending business concerning that area coming before the Executive Committee. The chairman or council president/chairman shall be consulted and be present when any changes in chairmanship or council presidency/chairmanship are being proposed and shall be permitted to present any ideas to the AFGC Executive Committee in person.

FEDERATING A NEW MEMBER GARDEN CLUB

1. Any group expressing a desire to further the objectives and purposes of AFGC shall be eligible for membership if eligibility conditions in AFGC Bylaws are met.
2. The Membership Chairman and the District Director shall work with the prospective club giving information on the AFGC objectives and activities. Aid should be given in preparing Club Bylaws and making sure that they would be in compliance with AFGC's Bylaws and Standing Rules.
3. When the required minimum of ten (10) members has been reached, the Membership Chairman shall send electronically the prospective club four (4) membership application forms. The club shall complete the forms, which are signed by the Club President and then returned to the Membership Chairman. The Membership Chairman shall get any additional signatures, which are required.
4. Along with the application forms, the prospective club shall send electronically four (4) membership lists with a complete mailing address with zips plus four and phone numbers with area codes. Names shall be listed with given name then last name.
5. Accompanying the application forms and membership lists should be a check payable to the Arizona Federation of Garden Clubs, Inc. for dues, which are twelve dollars and fifty cents (\$12.50) per capita for member clubs and voting plant societies. Dues for non-voting plant societies are seven dollars and fifty cents (\$7.50) per capita. Application forms, membership lists and check should be sent to Membership Chairman.
6. The Membership Chairman shall sign the four (4) membership applications, retaining one (1) copy, returning one (1) copy to the club and sending one (1) copy to the State President and one (1) copy to the District Director.

7. The Membership Chairman shall distribute the membership lists electronically to the following: District Director, Historian/Archivist, Publicity Chair and send one copy and the check to the State Treasurer. The State Treasurer shall retain one (1) copy for the files. The Membership Chairman shall be responsible for obtaining the required copies, check and distributing them.
8. The Membership Chairman shall notify the club that they are officially a member of AFGC and formally give recognition at the Annual Convention. The State President or designated representative shall present a Charter to the new club.
9. The Membership Chairman shall provide the club with copies of AFGC Bylaws and Standing Rules, AFGC membership packet and any other material deemed helpful.
10. The AFGC Membership Chairman shall prepare an article for the *Greenleaf* welcoming the club and send the article electronically to the AFGC Website and the AFGC *Greenleaf* Editor for publication.
11. The District Director and Membership Chairman should arrange follow-up visits to the new club giving help on programs and providing information on upcoming AFGC events. The new club should be encouraged to participate as much as possible.

FINANCE

1. The Finance Committee will submit a budget annually for all funded activities, including allocations for awards, AFGC Board of Directors officers, directors, chairmen expenses, convention advance, scholarships, *Greenleaf*, liability insurance, office supplies, Arizona Corporation Registration fee, bank service charges, auditor's fees, NGC and PRGC dues and allotments, transfer of records, and other monetary needs to operate AFGC. The Executive Committee and Board of Directors must approve the budget.
2. The AFGC President shall receive an allotment for interstate travel to NGC Board Meetings, NGC Conventions and PRGC Conventions.
3. The AFGC Elected and Appointed Officers (President, President-Elect or First Vice President, AFGC Second Vice President, Recording Secretary, Treasurer, Assistant Treasurer, Corresponding Secretary, Parliamentarian, Finance, Historian/Archivist), District Directors and Board of Directors chairmen shall receive budget allotments with reimbursements of expenses approved by the AFGC Executive Committee.
4. A Pacific Region Fund shall be maintained. AFGC shall allocate funds to a savings account to be used when AFGC hosts a Pacific Region Convention or when AFGC has a member serving as the Pacific Region Director. The amount to be allocated for AFGC's Pacific Region Director shall be approved by the Executive Committee and Board of Directors.
5. The AFGC Treasurer shall send annual dues to the Treasurer of the Pacific Region Garden Clubs, Inc. (PRGC) as outlined in the PRGC Bylaws. Dues are delinquent on November 1 each year.
6. The State Treasurer shall send annual dues to NGC in the currently prescribed amount per capita per club on all categories of members including NGC Life Members to NGC Headquarters by September 30. Dues will be delinquent as of October 31.
7. In the even-numbered year, prior to the Spring Executive Committee meeting, the Finance Committee, appointed by the State President, shall prepare a proposed budget for approval by the Executive Committee. This budget will then be voted upon at the Spring Board of Directors meeting.

8. In the odd-numbered year, prior to the Spring Executive Committee meeting, the outgoing and incoming Finance Committees will present a proposed budget. The budget shall be presented at the AFGC Spring Executive Committee and the AFGC Spring Board of Directors meeting to be voted upon for approval before the AFGC Biennial Convention.
9. A Report of Expenditures form with attached original receipts shall be filed with the AFGC Treasurer and shall be submitted prior to the close of the fiscal year, May 31, to receive payment. Payments shall not exceed budgeted amounts unless approved by the Executive Committee.
10. The newly installed State President will receive an NGC Life Membership and an NGC Director's pin.
11. If the NGC Annual Convention is held prior to that of AFGC's Convention in odd-numbered years, the fee for the NGC Life Membership shall be paid in time for the incoming President to attend the NGC Life Membership Banquet.
12. No funds from the General Fund or Scholarship Fund or any other special funds shall be commingled.
13. Interest on Money Market Accounts and Unrestricted Savings shall be credited to the General Fund.
14. Surplus reported from the AFGC Biennial Convention's report shall be deposited to the AFGC General Fund.
15. Any member garden club, or District that does the start-up work and assumes the primary responsibility of any major AFGC project shall receive 50% of the surplus. In case of a loss AFGC, Inc. would absorb the financial loss.
16. The Finance Committee shall review the financial records of all conventions, all Schools, Symposiums and special AFGC events. These records are not part of the Treasurer's review.
17. So that duplicate requests or grants can be avoided, AFGC Chairman shall request permission from the President to solicit a grant, along with the proposal for use of the grant, which shall include a budget. The President may refer this request to the appropriate committee(s) for review.
18. In the odd-numbered year of the AFGC President's installation at the AFGC Biennial Convention, all bank accounts shall have the Former State President's and Former AFGC Treasurer's names removed and transferred to current AFGC President's and AFGC Treasurer's names by May 31.
19. All AFGC bank accounts shall be opened only upon the approval of the Executive Committee.

GREENLEAF

1. The *Greenleaf* shall be made available electronically to all AFGC members.
2. The *Greenleaf* shall be published at least twice a year but no more than five times a year.
3. The Greenleaf Editor shall receive an updated list of paid members from the AFGC Assistant Treasurer for the mailing list.
4. All awards earned by AFGC and its members and clubs shall be printed in the summer or fall issue of the *Greenleaf*.
5. The CALL to Convention shall be published in the *Greenleaf* or sent in a release to all members at least six (6) weeks prior to the Biennial Convention.
6. Articles shall focus on local club and District news as well as AFGC, PRGC and NGC news plus information on elected officers and District Directors.

7. New AFGC and NGC Life Members shall be listed in the *Greenleaf*.
8. The *Greenleaf* will publish the names of the nominees for office following the Fall Board of Directors meeting.
9. All recommendations approved by the Board of Directors shall be published in the *Greenleaf*.
10. The AFGC Historian/Archivist shall keep a digital file of the *Greenleaf*.
11. The Editor may print the CALL to the Pacific Region Annual Convention along with the registration information in the Fall or Winter issue of the *Greenleaf*.
12. The Editor may print information on the NGC Annual Convention in the Spring issue of the *Greenleaf*.

LIABILITY INSURANCE

1. AFGC shall provide liability insurance to an AFGC Local Garden Club, AFGC Plant Society, an AFGC District, an NGC School Council and an AFGC Council of an Arizona County (Federated Garden Council of Yuma).
2. An AFGC Local Garden Club shall submit the completed insurance form to the AFGC Treasurer prior to a club fundraising event, a club event soliciting participation from the public and an event requiring proof of insurance. The insurance form shall be obtained from AFGC Treasurer and/or located on the AFGC Website. A \$25 fee shall accompany the form. If written proof of insurance is needed, an additional fee may be required. The fee is payable to: AFGC.
3. The AFGC Treasurer, with assistance from AFGC Assistant Treasurer, shall serve as contact person for the insurance agent and shall provide annual enrollment data to the agent. The Treasurer shall review the annual insurance bill to verify AFGC is not charged a premium for locations no longer used.

MEMBERSHIP BENEFITS

An AFGC Local Garden Club who pays \$12.50 per capita has voting rights at AFGC Board of Directors Meeting, AFGC Annual Meeting and AFGC Biennial Convention. An AFGC Plant Society who pays \$7.50 per capita dues does not have voting rights at AFGC Board of Directors Meeting, AFGC Annual Meeting and AFGC Biennial Convention.

By paying per capita AFGC dues Local Garden Clubs, an AFGC NGC School Council, AFGC Council of an Arizona County (Federated Garden Council of Yuma) and a Non-Voting AFGC Plant Society membership shall include:

- A. Coverage under AFGC 501(c)3 non-profit status.
- B. Assistance in filing US 501(c)3 non-profit tax form.
- C. Liability Insurance coverage for \$25.00/event. Coverage for accidental death or any other incident is up to \$2,000,000.00.
- D. NGC Grants
 1. AMES Tools
 2. Natural Disasters
 3. Wildflower Symposiums and Workshops

- E. NGC Schools Education and Accreditation
 - 1. Environmental School – to become an Accredited Environmental Consultant
 - 2. Flower Show School – to become an Accredited Flower Show Judge
 - 3. Gardening School – to become an Accredited Gardening Consultant
 - 4. Landscape Design School – to become an Accredited Landscape Design Consultant
 Further educational opportunities through symposiums, seminars and workshops.

- F. Opportunity to garner friendships with like-minded individuals through:
 - 1. Local Garden Clubs
 - 2. District Meetings/Gatherings
 - 3. AFGC Annual Fundraiser, Annual Meeting and Biennial Convention

- G. Opportunities to:
 - 1. Honor Others: NGC Blue Star and Gold Star Memorial Marker Programs
 - 2. Support Others through:
 - a. NGC and AFGC University/College Student Scholarship Programs
 - b. Landscaping Habitat for Humanity homes
 - c. USFS Penny Pines Program
 - d. Encourage youth through:
 - (1) Youth Garden Clubs and Gardening Projects
 - (2) NGC and AFGC Contests
 - (a) Recyclable Sculpture
 - (b) Service Awards/Essay
 - (c) Smokey Bear Poster/Woodsy Owl Poster
 - (d) Poetry
 - (3) Scout Badges

- H. Partnerships through National and State Affiliates

MEMORIAL CONTRIBUTIONS, CERTIFICATES AND CARDS

1. A donation of twenty-five (\$25.00) dollars will be made to the AFGC Scholarship Fund as a memorial at the direction of the AFGC President to the AFGC Treasurer and an AFGC Certificate of Appreciation shall be sent to the family of any current member of the AFGC Board of Directors by the AFGC Corresponding Secretary. The Board of Directors includes AFGC Elected and Appointed Officers, District Directors, Former AFGC Presidents, Standing Committee Chairmen and their members, Board of Directors Chairmen and a President of an AFGC Local Garden Club.
2. A sympathy card shall be sent to the immediate family of any current member of the AFGC Board of Directors on the death of a spouse, child or parent, or, another individual at the discretion of the AFGC President, by the AFGC Corresponding Secretary.
3. An AFGC Certificate of Appreciation shall be sent to the immediate family of any deceased AFGC Board of Directors member who has served a minimum of two years on the AFGC Board of Directors by the Corresponding Secretary. The former position of an AFGC Board of Directors member shall include an AFGC Elected or Appointed Officer, a District Director, a Chairman of a Standing Committee or one of the members, Board chairmen and a president of an AFGC Local Garden Club.
4. The AFGC Local Garden Club President shall notify the AFGC President when a member who has served two years on the AFGC Board of Directors dies and shall provide the name and address of the family member who is to receive the Certificate of Appreciation.

PROPERTY BELONGING TO AFGC

1. The Incorporation papers, Letters of Determination, AFGC Bylaws and Standing Rules, annual financial statements to the IRS and Corporate filing with the Arizona Corporation Commission for the preceding five (5) years shall be kept in a safe. This safe, owned by AFGC, shall be kept at the home of the current President. Other papers of importance may be kept in the safe.
2. The State President shall keep an inventory of all items owned by AFGC and the location of these items. This will include any permanent item purchased by all State Chairmen.

PUBLICATIONS

1. The Executive Committee shall approve all new and reprint of publications and present these to the Board of Directors for approval.
2. The price of AFGC publications shall be established by the Executive Committee and presented to the Board of Directors for approval.
3. Any publication (book or pamphlet) for AFGC becomes the property of AFGC. To copyright will be the decision of the AFGC Executive Committee and would be in the name of AFGC. AFGC shall obtain permission of the author to get the copyright.
4. Reprints of AFGC publications shall be done only with the permission of the AFGC Executive Board.
5. A sales chairman, appointed by the State President, shall be responsible for all sales of publications. A summary of sales and money collected will be made and all money received will be turned into the State Treasurer as soon as possible.

RECORD RETENTION PLAN

All officers, directors and members need to understand their responsibilities in implementing, maintaining and disposing of records of the Arizona Federation of Garden Clubs, Inc. (AFGC).

Records are generated as part of the activities of AFGC and its members. These records are the property of AFGC, which retains complete control over them. These records are needed to satisfy government requirements as well as to maintain the history of the organization. Officers and members are expected to abide by any rules and regulations as may be imposed over the creation, usage, maintenance, retention and disposition of these records, regardless of media or location of the records.

- A. Permanent and temporary records, containing the books and records of AFGC, shall be under the supervision and control of the President and the Historian/Archivist Chairman.
- B. All AFGC hard copy records deemed to be permanent or temporary records shall be identified for permanent or temporary retention, scanned, and transferred to a digital storage device.
- C. Copies of records may be provided to requesting members, but the original must be retained on a digital storage device or in the AFGC fireproof portable safe. No hard copy or electronic document or record shall be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.
- D. No document or record shall be destroyed or deleted as required to comply with government auditing standards.

Define AFGC Records for Permanent Retention

1. Articles of Incorporation, IRS Determination Letters
2. Scholarship Endowment agreements and contracts
3. AFGC Life Membership Roster
4. Bylaws and Standing Rules, Chronological Record
5. AFGC Executive, Board of Directors, and Annual Meeting Minutes.
6. Independent Audited, Reviewed or Compiled Financial Reports
7. Annual Financial Statements prepared by the AFGC Treasurer (including Revenue and Expense Statements, Change in Financial Position, General Ledger)

Define AFGC Records for Temporary Retention - Recommended seven (7) years

1. IRS Form 990 Tax Return –
*Applicable law and an organization's policies can require that the organization retain records longer than the **required 3 years**. Form 990, Part VI, line 14, asks whether the organization has a document retention and destruction policy.*
2. Annual Minutes
3. Meeting Agendas and Call Letters
4. Other Financial Records i.e. Special Event Reports and Budgets, Convention Reports
5. Annual QuickBooks or other financial software backup files
6. AFGC NGC School Records including accreditation of students
7. Investment and Bank Records
8. Expense Reimbursements Requests
9. Board Rosters
10. Board Reports
11. Presidential Citations
12. Vendor Form 1099, Form W-9, as needed

Temporary and Permanent Storage on the Website

1. Special Event Flyers and Registration Forms
2. Convention Agendas and Itineraries
3. *Greenleaf*
4. AFGC, Pacific Region and NGC Awards, Presidential Citations, Scholarship Awards
5. Yearbook/Directory
6. Job Descriptions/Procedures

Define Storage Devices

1. Website
2. USB Drive(s)
3. Fireproof Portable Safe - Store Hard Copies of Permanent Records #1, 2,5.
4. External Storage Drive as added safety net (Recommended \$70 to \$150.)

Implementation of the AFGC Records Retention Plan

1. The Historian/Archivist Chairman shall manage Record Retention and will ensure that all records are maintained accordingly. The Historian/Archivist Chairman shall receive digital copies of all AFGC meeting minutes, financial reports, Officers and Board Reports and any other record deemed to be a permanent or temporary record as identified in this Record Retention Plan.
2. Each Officer and Chairperson should identify all records that they create and receive by the end of their term of office along with information that is needed to identify elements of the record. A schedule of these records should be sent to the Historian/Archivist Chairman no later than June 15th.
3. An appropriate form/schedule will be included in newly installed Officer's and Chairperson's installation materials available on the AFGC website.
4. Develop a file system for storage devices/media to facilitate the process for retrieval of records.

Record Maintenance

1. Minimally, at the end of every fiscal year, the Historian/Archivist Chairman shall conduct internal records review to ensure that all permanent and temporary records have been added to a digital storage device with appropriate backup.
2. As needed, review all electronic records and upgrade to stable technology.
3. Destroy hard copy records after ensuring that all records have been scanned and transferred to digital media based on the Record Retention Plan at the end of each fiscal year.
4. All permanent and temporary records shall be kept on digital storage devices and/or the AFGC portable safe with added backup for permanent records.

SCHOLARSHIPS

1. The AFGC Scholarship Chairman, appointed by the AFGC President, shall select, in consultation with the AFGC President, one (1) garden club member as a representative from each of the three (3) state universities in Arizona. The representatives will assist the AFGC Scholarship Chairman in locating candidates for AFGC, PRGC, NGC Scholarships. The AFGC Scholarship Chairman plus the three (3) Representatives and the AFGC President shall constitute a five (5) member AFGC Scholarship Committee.
2. The NGC Scholarship Chairman shall supply NGC Scholarship rules to the AFGC Scholarship Chairman. The AFGC Scholarship Chairman shall submit a candidate, if possible, for an NGC Scholarship.
3. The PRGC Scholarship Chairman shall provide the PRGC Scholarship Rules and PRGC Scholarship Form to the AFGC Scholarship Chairman. The AFGC Website shall provide a direct link to the PRGC Website, pacificregiongardenclubs.org. The AFGC Scholarship Chairman shall coordinate with PRGC Scholarship Chairman and shall submit a candidate, if possible, for a Pacific Region Scholarship.
4. Each candidate for a scholarship shall fill out an application, which includes a financial need statement.
5. A university/college junior, senior or graduate student may apply for the AFGC Scholarship. Sophomores may make applications for the junior year.
6. No applicant for an AFGC scholarship can be a member or be related to a member of the AFGC Scholarship Committee.
7. The AFGC Scholarship Chairman, in consultation with the Scholarship Committee, shall select the candidates for scholarships.
8. Criteria for awarding AFGC scholarships shall be established by the AFGC Scholarship Chairman with the approval of the Executive Committee. The criteria shall correspond to the NGC Scholarship Program requirements. AFGC Scholarship shall include a requirement the student must be an Arizona resident. Students shall have and maintain a 3.25 grade point average or higher.
9. Scholarship funds shall be placed in an interest-bearing account. These will include the funds listed in the AFGC Bylaws, ARTICLE XIV, Section 4, a.
10. Determination of awards should be prior to the application date for PRGC and NGC scholarships.
11. If there is dissolution of AFGC, the money remaining in the Scholarship Funds shall be divided among the three (3) states universities in Arizona for scholarships in horticulture, floriculture, landscape design, conservation, forestry, botany, agronomy, plant pathology, environmental control, city planning, land management and/or allied subjects.

12. The AFGC Treasurer and the AFGC Scholarship Chairman shall consult to determine what funds are available before any scholarships are awarded.
13. If funds are available, AFGC will award one (1) scholarship of \$5,000 annually to a student at one of the three (3) State Universities in Arizona (Arizona State University, Northern Arizona University and University of Arizona). This scholarship will be funded from the AFGC Scholarship Fund.
14. The amount of any additional AFGC Scholarship Awards will be determined by the AFGC Finance Committee and the AFGC President. The AFGC Scholarship Chairman shall provide relevant information to the Finance Committee. This determination should be made in the Spring preceding the distribution of scholarship applications to the university/college for the next academic year.
15. Scholarships shall be paid one-half (1/2) for the Fall Semester and one-half (1/2) for the Spring Semester, with checks to be mailed in August and January. Before second payment is made, the State Scholarship Chairman should ascertain if students are still in school in good standing. The granting of the annual scholarships shall be coordinated with the Student Aid Office of the university the student is attending.
16. Scholarships in addition to those outlined in SCHOLARSHIPS, Number 13, 14, 17, shall be available from the Claypool Endowment Fund administered by Arizona State University with the approval of the AFGC Scholarship Chairman, the AFGC Mary Leffler Cochran Scholarship at Mesa Community College, and from clubs providing funds for a full scholarship payment. These additional scholarships shall be over and above the one (1) annual scholarship available (No 13) and any additional scholarships as determined by the Finance Committee and AFGC President (No 14).
17. A special scholarship or grant of any amount may be given to a student at an Arizona Community College or at one of the three state universities with the approval of the Scholarship Chairman, Executive Committee and Board of Directors and awarded in accordance with AFGC criteria.

**SCHOOLS, SYMPOSIUMS AND REFRESHERS:
FLOWER SHOW, LANDSCAPE DESIGN, GARDENING & ENVIRONMENTAL**

1. The *NGC Handbook for Flower Shows* (2017) is the authority for all types of NGC Flower Shows and is available for purchase from NGC Member Service. *The NGC Flower Show Schools Manual* and the *NGC Instructor's Manual* are available on the NGC Website – Flower Show School – Forms as a pdf.
2. The AFGC Executive Committee and AFGC Board of Directors shall approve all NGC schools, symposiums, refreshers preferably at least six (6) months in advance.
3. NGC Schools and NGC Symposiums/Refreshers shall be self-supporting.
4. A restricted AFGC Flower School Fund of a minimum of twelve hundred dollars (\$1,200) shall be maintained for conducting NGC Flower Show Schools. On completion of a flower show school any money remaining will be deposited to this restricted fund. In the event the fund balance drops below twelve hundred dollars (\$1,200), withdrawal shall be limited to no more than seventy (70) percent from the fund.
5. AFGC Local Garden Clubs shall be encouraged to donate to the AFGC Flower Show School Fund and the AFGC Flower Show Symposium Fund.
6. An AFGC Local Garden Club may participate in the AFGC Flower Show School Sponsorship Program by underwriting the registration fee for a student to attend the three-day course. A student is defined as a person taking the course to obtain NGC accreditation towards becoming an NGC Accredited Judge or Consultant.

7. After approval of an NGC School Course or Symposium or Refresher by the AFGC Executive Committee and AFGC Board of Directors, the school or symposium or refresher chairman may request an advance from AFGC for conducting the school or symposium or refresher. For an AFGC Flower Show School Course or Symposium, funds shall be requested from the AFGC Flower Show Restricted Fund or the AFGC Flower Show Symposium Restricted Fund.
8. The AFGC Flower Show School Chairman shall appoint a Vice-Chairman and Treasurer and other personnel as needed to conduct a course.
9. AFGC shall hold a symposium or refresher at appropriate times. An Accredited NGC Flower Show Judge must attend an accredited NGC Symposium or Flower Show School Course III or IV at least every three (3) years to maintain accreditation. An Accredited Landscape Design, Gardening, or Environmental Consultant must attend an accredited NGC Refresher every five years (5) to maintain accreditation. An NGC Accredited Symposium or Refresher may be attended in person or electronically in any state in which it is being offered.
10. The AFGC President shall appoint an NGC School Chairman or NGC Flower Show Symposium Chairman.
11. In the year the NGC School Symposium is being held, the AFGC NGC School Symposium Chairman shall appoint a committee to include Vice-Chairman, Treasurer and other personnel as needed.
12. The AFGC Flower Show Symposium Restricted Fund shall be maintained for use in conducting NGC Flower Show Symposiums. On completion of the symposium any money remaining shall be deposited to this restricted fund.
13. The Treasurer of an AFGC NGC School Course or an AFGC NGC Symposium or an AFGC NGC Refresher shall keep itemized records of income and expenditures with original receipts to submit to the AFGC Treasurer.
14. The President/Chairman of the Arizona Flower Show Judges Council (AFSJC) shall be an NGC Accredited Flower Show Judge and a member of an AFGC Local Garden Club.
15. The AFGC Flower Show Awards Chairman, AFGC Flower Show School Chairman, and AFGC Flower Show Symposium Chairman shall be NGC Accredited Flower Show Judges.
16. The President/Chairman of the Arizona Flower Show Judges Council and the Arizona Landscape Design, Gardening or Environmental Consultants Educational Council shall serve on the AFGC Board of Directors.

WEBSITE

An AFGC Local Garden Club/AFGC Council/AFGC Plant Society Club shall have an allotted space approximately the equivalent of 3-5 pages hard copy letter size pages on the AFGC Website for club/council activities.

Adopted, October 10, 1994, Amended, October 26, 1998, Amended April 29, 1999, Amended May 6, 2000, Amended June 2, 2001, Amended March 27, 2002, Amended September 25, 2002, Amended January 28, 2003, October 26, 2004, March 1, 2005, February 28, 2006, October 24, 2006, February 23, 2007, October 21, 2008, February 17, 2009, October 20, 2009, February 20, 2010, October 26, 2010, February 26, 2011, October 27, 2015, October 25, 2016, April 21, 2017, Amended October 24, 2017, Amended January 31, 2018, Amended October 24, 2018, Amended March 7, 2019, Amended October 24, 2019, Amended April 14, 2023.

April 14, 2023