

STANDING RULES

Revised June 2018

1. a. In even-numbered years, CFGC shall serve as Host to the Annual State Convention. The President shall appoint a Convention Chair, who shall select a Convention committee representing all areas of the State. CFGC shall be responsible for the finances of the Convention.
b. In odd-numbered years, Northern Front Range and Southern Districts shall serve, alternating turns, as Host to the Annual State Convention, which need not necessarily be held within the hosting District. The District President shall be responsible for the organization of the Convention and may appoint a Chairman. (May 2018)
2. Deleted (May 2018).
3. Any reduction in fees offered for CFGC activities shall apply to individual, Family, Associate, and Supporting Members.
4. A professional accountant shall prepare the annual tax return. A copy of the tax return shall be available for review by members. Amended 2013.
5. The Directory may not be used by other persons and/or organizations for any purpose without the written consent of the CFGC President, upon approval by conference call or at a special meeting with the majority of the elected officers. Amended August 30, 1999.
6. Location and dates of the Annual Convention and availability of accommodations shall be published in the first issue of the Colorado Garden Connection after the December Board Meeting. A summary of this information shall also appear in the following issue of the Colorado Garden Connection. (Amended May 2018)
7. The CFGC Official Seal is kept by the State Awards Chairman.
8. Prior to the December Board Meeting, the upcoming Convention Committee shall recommend to the Finance - Ways and Means Committee the amount of the registration fee and fees for guests for the next year's Convention. The recommended amount of the registration fee from the Finance-Ways and Means Committee shall be voted upon at the December Board Meeting. (May 1994; Amended May 2018)
9. The President-elect shall be allowed up to \$200.00 in the odd-numbered years toward the expense of the National Garden Club package plan for the annual convention. (June 1989.)
10. Life Members who are not dues paying members of a Federated Garden Club shall indicate their desire to continue receiving the Colorado Garden Connection by completing the form which shall be published annually in the Colorado Garden Connection following the December State Board Meeting and return it as indicated on the form. If this form is not returned, their name will be dropped from the distribution list. (March 1991; May 2018)

11. Special Committees which further the interest of CFGC may include any of the following: Archives, Blue/Gold Star Memorial Highway, Chaplain, Colorado Garden Connection, Courtesy Resolutions, Garden Therapy, Historic Preservation, Hospitality, Legislation, Protocol, Publications, and Trees. Also refer to Bylaws, ARTICLE XV, Standing, Special, and Other Committees, Section 2. Special Committees may also change from term to term depending upon the direction of goals set by the NGC President.

12. The President, the Treasurer and the Editor of the Colorado Garden Connection shall be sent a draft copy of the minutes by the Recording Secretary within three weeks following the Board of Directors and Annual Meetings; and the President and Treasurer shall be sent a draft copy of the minutes by the Recording Secretary within three weeks following all Executive Committee Meetings. (adopted June 1, 2002)

13. Chairmen responsible for specific funds (such as Blue Spruce Awards, Blue/Gold Star Memorial Highway, Columbine Scholarship, Flower Show Schools, Gardening Study Courses, Landscape Design Schools, Library, Operation Wildflower/USDA Forest Service Project, Trees, etc.) shall only approve for payment the expenses from that fund for purposes of that fund. Administrative expenses for specific funds shall be taken from that fund. All other Chairmen expenses shall come from the budget item 'Chairman Expenses.' (adopted March 3, 2003)

14. Upon the death of a Past State President, the current State President (or in the absence of the State President, the First Vice-President) is responsible for seeing that a letter is sent as soon as possible to the family noting that a contribution has been made to an appropriate area of interest. Contribution not to exceed \$150.00.(adopted March 1, 2004)

15. Each month a request for permission to park at Wendy's is submitted to Denver Events Parking after parking needs are ascertained. The request includes the parking dates, approximate time parking is needed, and number of spaces requested. Parking passes for those dates are then printed 3 to a sheet and left for duplication at the headquarters building. The first person arriving shall duplicate the Parking Passes to create the (up to) 12 spaces which are allowed. (Adopted December 2004; revised May 2018)

16. Headquarters Trustees shall seek competitive bids for expenses over \$500.00. Expenses estimated to be over \$500.00 and not in the budget shall need approval by the Executive Committee and ratified by the Board of Directors. (adopted May 2007)

17. Deleted. (May 2018)

18. Standing Rules for E-Meetings (telephone, videoconference, or other electronic means):

- a. Regular and special meetings of boards and committees and the Annual and District Meetings may be held via E-Meetings.
- b. Once a quorum is established, the quorum remains in effect until the E-Meeting is adjourned.
- c. Background noise should be kept to a minimum.

- d. All participants must be able to simultaneously hear in order to participate and will be counted in the quorum.
- e. When joining or leaving an E-Meeting by audio/telephone only, and when seeking recognition, members address the chair and state their names. In E-meetings with video, members seeking recognition may raise their hand or use some other visual signal.
- f. If several members seek recognition at one time, the presiding officer will note their names and call on each one in turn.
- g. Members using cell phones need to be sure phones are fully charged. If a cell phone call is dropped, the member needs to call back.

19. Any amount remaining of income over expenses after the Annual Convention Meeting shall be split between the hosting District and CFGC, with 70% going to the Hosting District and 30% to CFGC. (May 2011) (“NOTE” deleted May 2018)

20. All fund raising reports are due within 30 days after the end of the event. 8/26/11

21. Deleted. (May 2018)