

THE GARDEN CLUB FEDERATION OF MAINE PENOBSCOT DISTRICT POLICIES

1. OFFICERS: The officers shall be a Director, Assistant Director, Secretary, Treasurer and Assistant Treasurer, elected at the Penobscot District Annual Meeting in the odd-numbered years. All officers shall assume office immediately following the GCFM Convention in June. No elected officer, with the exception of the Treasurer, may serve more than one term consecutively in the same capacity. Notify the GCFM Corresponding Secretary of the election.
 - A. DIRECTOR: After election at the Penobscot District Annual Meeting, the Director-elect shall obtain committee chairpersons. Other duties of the Director are spelled out in the GCFM Handbook. The District will pay the District Director's expenses at the GCFM Convention and the Fall Conference. The District Director visits each club at least once during the two-year term, at the invitation of the club.
 - B. ASSISTANT DIRECTOR: Assist the District Director. Serve as Program Chair and assist clubs at the Annual District Meeting with the program when asked.
 - C. SECRETARY: The Secretary shall record minutes of all meetings of the Penobscot District including the Spring and Fall Board Meetings, Executive Meetings, and any other meetings called by the District Director. The Host District Club will take attendance.
 - D. TREASURER: The Treasurer shall sign a signature card at the bank, deposit all monies received, write checks for all approved bills, prepare reports for all meetings and the auditor, keep monies in accounts which pay the most interest without penalty, and prepare with the help of the officers (or in-coming officers) a proposed budget to be presented at the Annual District Meeting. The fiscal year is June 1 to May 31. The annual audit will be performed during the summer and be presented to the Board at the Fall Board Meeting.
 - E. ASSISTANT TREASURER: The Assistant Treasurer shall assist the Treasurer as needed and perform monthly checks of transactions and accounts.
 - F. VACANCIES: Vacancies among elected officers shall be filled for the unexpired term by vote of the District Board.
2. PENOBSCOT DISTRICT BOARD: The District Board shall consist of District Officers, Club Presidents, Club Vice-Presidents, Committee Chairpersons, and the immediate Past District Director. If a Club President is unable to attend a District Board Meeting, a designated representative will attend. It is recommended that the Spring District Board Meeting be held four (4) to six (6) weeks prior to the Annual District Meeting.
3. COMMITTEE CHAIRPERSONS: The District Director shall appoint the Chairperson necessary for the wellbeing of the District and who shall work with the GCFM Chairperson and each Club Chairperson who have jobs that are equivalent.
4. NOMINATING COMMITTEE: The District Nominating Committee is made up of the First Vice Presidents of the District Clubs (or a designated alternate). The committee shall meet, appoint a Chairman, and prepare a slate of officers to be presented at the Fall Board Meeting in the even-numbered year. Also, elect two (2) members to the GCFM Nominating Committee in the odd-numbered year. Refer to the GCFM Bylaws under Article IX, Sections 3. and 4. for qualifications and duties. The GCFM Bylaws are on the GCFM website and in the GCFM Handbook.
5. FILES: Each member of the Penobscot District Board shall keep an active file of the duties and activities during her two years and shall deliver said file, excluding personal communications, to the District Director following the GCFM Convention.
6. CLUB PRESIDENTS: GCFM duties of Club Presidents are in the GCFM Handbook, which also includes how to run a meeting.
7. DISTRICT DUES: Twenty-five cents (\$.25) per member, per year, is payable to the District Treasurer before August 1 of each year.

8. CAMPERSHIP FEE: Shall be divided equally among the District Clubs, with \$50 to be paid to the District Treasurer by August 1. Each year, one (1) Club, selected alphabetically, will select a child to attend a conservation and/or nature oriented camp of their choice.
9. TREE GRANT: Each year, one Club will receive \$50 toward the purchase of a tree. This will be done in alphabetical order according to the name of the Club.
10. RAFFLE: Two (2) quality items of approximately \$25 shall be purchased by the Penobscot District for the GCFM Fall Conference. One is paid for by the District Treasurer, the other by a District Club in alphabetical order. The club whose turn it is shall purchase both items.
11. HOSTING A GCFM CONVENTION: Duties of a District hosting a GCFM Convention every six (6) years may be found in the GCFM Handbook.
12. HOSTING A DISTRICT MEETING: Refer to the GCFM Handbook. The District will hold its Annual District Meeting on the first Thursday in May.
 - A. ANNUAL MEETING:
 - 1) Presidents Reports will be three (3) minutes in length. Two copies are required; one (1) for the District Director and one (1) for the District Secretary. Keep one for your file.
 - 2) A Memorial Service for deceased members during the past year will be held. Flowers for the service will be paid by the District treasury.
 - B. GENERAL GUIDELINES:
 - 1) Registration for a District Meeting is two dollars (\$2.00) payable at the door. Proceeds go to the District.
 - 2) The host club President will give details concerning the time, place, directions, menu, price, registrar's name and address and deadline for reservations at the previous District Board Meeting.
 - 3) Each club is responsible for its luncheon reservations. It is recommended that each cClub Treasurer take reservations and send one check along with attendants' names to the host Club Registrar.
 - 4) The sales table at the District Meeting is the responsibility of the host club. The proceeds go to the District.
 - 5) The registration book for the District Meeting will be given to the host club President at the next District Board Meeting.
 - 6) Each Club is responsible for at least six (6) items for the sales table.
13. AMENDING POLICIES: These policies may be added to or changed at any regular meeting of the Penobscot District.
14. PARLIAMENTARY AUTHORITY: The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Penobscot District in all cases to which they are applicable and in which they are not inconsistent with the Bylaws, Handbook and policies of GCFM.
15. NONDISCRIMINATION CLAUSE: Nothing contained in these bylaws shall operate against eligibility in this organization on grounds of sex, color, religion, race, national origin, or political affiliation. All references in these bylaws to gender shall mean he or she, him or her.
16. DISSOLUTION CLAUSE: The Board of Directors shall not have the authority to liquidate this organization, or sell all or substantially all of its assets. Such dissolution must be at a meeting of the general membership by vote of two-thirds of said people present and voting with prior notice duly given. In the event of dissolution, all assets are to be distributed only to non-profit organizations which are at that time qualified for exemption from Federal Income Taxes as an organization described in Section 501©(3) of the current Internal Revenue Code.