

GARDEN CLUB FEDERATION OF MAINE

PISCATAQUA DISTRICT POLICIES

Revised September 24, 2009

I. OFFICERS

The officers shall be a Director, First Assistant Director, Second Assistant Director, Recording Secretary and Treasurer, elected at the Piscataqua 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.

- A. **DIRECTOR:** After election at the Piscataqua District Annual Meeting, the Director-elect shall obtain committee chairpersons. Other duties of the Director are spelled out in the GCFM Handbook. The Director shall receive a stipend of \$100 per year to help defray expenses.
- B. **FIRST ASSISTANT DIRECTOR:** This Director shall assist the District Director with the understanding of assuming the duties of the District Director in the next term. She shall be in charge of the District's fund raising projects (i.e. Ways and Means).
- C. **SECOND ASSISTANT DIRECTOR:** This director shall be the chairperson of the Annual Meeting. The position will change each year.
- D. **RECORDING SECRETARY:** The recording Secretary shall record minutes of all the meetings of the Piscataqua District, including the Annual Meeting, Board Meetings, Executive Meetings and any other meetings called by the District Director. The Secretary shall call the roll at said meetings. A copy of these minutes shall be sent to the Director no later than ten (10) days following meetings.
- E. **TREASURER:** The treasurer shall sign signature cards at the bank, deposit all monies received, write checks for all approved bills, prepare reports for all meetings and the auditor, keep money in accounts which pay the most interest without penalty and prepare, with the help of the officers (or incoming officers) a proposed budget to be presented at the Annual Meeting. District dues of \$1.00 per club member (regardless of status) are payable at the same time dues are sent to the State. At this time, a stipend check for \$100 will be forwarded to the Director.
- F. **VACANCIES:** Vacancies among elected officers shall be filled for the unexpired term by vote of the Executive Committee.

II. EXECUTIVE COMMITTEE: The Executive Committee shall consist of the elected officer and an Advisor. The Advisor shall have been a Piscataqua District Director who is currently active in the District and has been appointed by the District Director. This committee shall conduct necessary business between regular meetings of the Piscataqua District, assist the Director in preparing meetings, make recommendations to be presented to the Board and shall meet at the call of the Director. The committee may NOT make policy changes nor take action that would affect the Piscataqua District.

III. PISCATAQUA DISTRICT BOARD: The District Board shall consist of the members of the Executive Committee, Club Presidents, Committee Chairpersons as appointed by the Director, and the immediate past District Director.

IV. COMMITTEE CHAIRPERSONS: The District Director shall appoint the chairpersons necessary for the well being of the District and who shall work with the GCFM Chairpersons. The District Director shall give each Committee Chairperson a list of the Club Chairpersons whose jobs are equivalent.

V. DISTRICT BOARD MEETINGS: District Board Meetings shall be held twice a year in the fall and again in the spring. The District Director may call special meetings as deemed necessary. Voting normally takes place during District Board meetings; however, in certain circumstances where time is of the essence, email voting is allowed. When voting by email, ensure all questions, responses and discussion are visible to all voting members by using “reply to all” function. Majority vote of a quorum will carry the vote.

VI. DISTRICT ANNUAL MEETING: The District Annual Meeting shall be held in the month of April with the date being mutually decided upon by the GCFM President, District Director and host club. No District Meeting to be held in the year that the District is host to the GCFM Convention. The District will pay the host club \$50, non-returnable, as seed money. The host club shall select the speaker or speakers and provide name tags, centerpieces and favors. Cost of meeting—lunch and registration—not to exceed \$25. Registration pays for speakers. Guest lunches and gifts are paid for by the District. The host club will keep the monies to be distributed to the speakers and the restaurant. Profit to be shared—30% to host club and 70% to the District. Deficit reimbursement on approval of the Executive Committee. Money from Ways and Means and Raffle (providing all clubs have donated items) will belong to the District. The host club may raise money through a raffle or other means to subsidize their expenses with the approval of the District Director. A Comprehensive report should be included in the Second Assistant Director’s file and given to the next host club at the fall Board Meeting. The District Director should also receive a copy.

VII. NOMINATING COMMITTEE: This committee shall consist of one member

ELECTED from each club prior to January 1st of the EVEN numbered year. This member shall have served on the Piscataqua District level (if possible) within the last four (4) years. A chairperson shall be elected from the Board at the Piscataqua District FALL meeting in the odd numbered year. The Secretary shall notify these members of the time and place of meetings. At the first meeting the Advisor shall meet with members to explain their duties.

- VIII. PISCATAQUA PONDERINGS: The Editor of PISCATAQUA PONDERINGS, after consulting with the District Director, shall prepare and circulate this newsletter to the Piscataqua District Board, State President and State First Vice President. The established “logo” of the PISCATAQUA PONDERINGS shall be used on all copies.
- IX. OFFICIAL STATIONERY: The official stationery of the Piscataqua District shall have the GCFM “logo” with the words “PISCATAQUA DISTRICT” added.
- X. AMENDING POLICIES: These Policies may be added to or changed at any regular meeting of the Piscataqua District Board provided that the Executive Committee has met and discussed said change, and that a majority of the members of Piscataqua District Board vote to ratify the proposed change.
- XI. FILES: Each member of the Piscataqua District Board shall keep an active file of duties and activities and shall deliver said file excluding personal communications, to the District Director immediately following the Spring Board Meeting.
- XII. PARLIAMENTARY AUTHORITY: The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Piscataqua District in all cases to which they are applicable and in which they are not inconsistent with the BYLAWS, HANDBOOK and Policies of the GCFM.

PISCATAQUA DISTRICT, GCFM MISSION STATEMENT, 1999

The objectives of the Piscataqua District of GCFM are to provide a forum for exchange of ideas (professional, educational and recreational) between all the clubs of the District; to encourage interaction and communication among the clubs and to further interest in horticulture, conservation community beautification, landscaping and design.

A Gardener’s Collect

Let us, oh God, look to the tree and the flower
For the beauty and serenity of orderly living
As each in its season, depending wholly upon thee

For development, arrives at perfection,
So may each of us in simplicity and trust,
Work out the divine pattern of her being.
And help us to achieve in living, oh God
The same harmony and loveliness
That we strive for in gardening
Exemplifying in both the beauty of holiness.

Mary Carpenter Kelley

The Conservation Pledge

I pledge to protect and conserve the natural resources of the planet earth and promise to promote education as we may become caretakers of our air, water, forests, land and wildlife.