

The Garden Club Federation of Maine, Inc.

STROUDWATER DISTRICT

POLICIES

I. OFFICERS:

The officers shall be a Director, First-assistant Director, Secretary and Treasurer, elected at the Stroudwater District Annual Meeting in the odd numbered years. All officers shall assume office immediately following the GCFM Convention in June. No elected officers except the Treasurer may serve more than two terms consecutively in the same capacity.

A. DIRECTOR: After election at the Stroudwater District Annual Meeting, the Director elect shall obtain committee chairmen. Other duties of the Director are defined in the GCFM Handbook. The District Director shall be an ex-officio member of all committees with the exception of the Nominating Committee.

B. FIRST-ASSISTANT DIRECTOR: This Director shall be program chairman and assist the District Director with the understanding of assuming the duties of the District Director in the next term.

C. RECORDING SECRETARY: The Recording Secretary shall record minutes of all meetings of the Stroudwater District, including Annual Meeting, Board Meetings, Executive Meetings, and any other meetings called by the District Director. A copy of these minutes shall be sent to the Director no later than fourteen (14) days following meetings.

D. TREASURER: The Treasurer shall sign signature cards at the bank, deposit all monies received including subscriptions to "The Stroudwater District Newsletter", write checks for all approved bills, prepare reports for all meetings and the audit committee and assist the officers/officers/elect to prepare a proposed budget to be presented at the Annual Meeting.

E. VACANCIES: Vacancies among officers shall be filled for the unexpired term by vote of the Executive Committee. A candidate to fill such term shall be a member of a Stroudwater District garden club.

II DISTRICT BOARD MEETINGS: District Board Meeting shall be held at least two times each year, except in the event of a National or a State of emergency. The Annual Meeting shall be held in the month of April, with the date being mutually decided by the GCFM President, District Director and Hostess Club. The District Director may call special meeting as deemed necessary.

III. STROUDWATER DISTRICT BOARD: The District Board shall consist of the members of the Executive Committee, Club President or designated representative from the club, Committee Chairmen, as appointed by the Director and former District Directors.

IV EXECUTIVE COMMITTEE: The Executive Committee shall consist of the elected officers, Secretary and Advisor. The Advisor shall have been a Stroudwater 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 Stroudwater District, assist the Director in preparing meetings, make recommendations to be presented to the Board and shall meet at the call of the Director. This committee may NOT make policy changes nor take action that would affect the Stroudwater District.

VI NOMINATING COMMITTEE: This committee shall consist of one member selected from each club prior to September 30th of the **even numbered year** with notification to the Stroudwater District's Secretary. A Chairman shall be elected from the Board at the Stroudwater District **fall** meeting in the **even numbered year**. The Secretary shall notify these members of the time and place of the meeting.

VII THE STROUDWATER DISTRICT NEWSLETTER: The Editor of "The Stroudwater District Newsletter" after consultation with the District Director, shall prepare and circulate this newsletter to the Stroudwater District Board, subscribers, GCFM President and GCFM First Vice-President. The Editor shall work closely with the Treasurer to keep a record of all subscribers if not receiving the newsletter by email. The established "logo" of "The Stroudwater Newsletter" shall be used on all copies.

VIII OFFICIAL STATIONERY: The official stationery of the District shall have the GCFM "logo" with the Words "Stroudwater District" added.

IX AMENDING POLICIES: These policies may be amended at any regular meeting of the Stroudwater District Board and that a majority of the members of the Stroudwater District Board are present to ratify the change. Policy changes are to be presented at the Annual Meeting.

X FILES: Each member of the Stroudwater District Board shall keep an active file of duties and activities and shall deliver said file excluding personal communications to the newly elected District Director immediately following the Stroudwater Annual Meeting.

XI PARLIAMENTARY AUTHORITY: The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Stroudwater 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, INC.

January 18, 2000

January 18, 2005

September 19, 2000

April 27, 2011