RULES OF ORDER

1. *Any motion made from the floor shall be put in writing and two copies sent to the platform.*
2. *Each voting member is entitled to but one vote. A non-voting member may have the floor only by a 2/3 vote or general consent of the assembly.*
3. *Each person may speak twice to a question for not more than two minutes each time. Debate on a question shall be limited to twenty minutes unless the time is extended by a 2/3 vote or general consent of the assembly.*
4. *All electronic devices must be turned off or set on silent for all meetings.*
5. *These rules may be suspended by a 2/3 vote of those present and voting.*

STANDING RULES

1. The annual dues shall be a dollar and fifty cents ($1.50) for each member of a District III club as of March 1 and payable to the District Treasurer by April 1 and delinquent after June 1.
2. The signees on the general checking account for District III, LGCF Inc. shall be the District III Treasurer or the District III District Director.
3. The signees on the scholarship checking account for District III, LGCF Inc. shall be the District III Scholarship Chairman or the District III District Director.
4. An award will be given to the garden club having the highest percentage of attendance at the District III Fall Meeting.
5. The rotation of clubs hosting the District III Fall Meetings shall be alphabetical. The order of rotation should not be changed, but clubs may, by mutual consent, exchange.
6. The following Guidelines shall be used for E-mail Voting. These guidelines shall not be in conflict with the District III, LGCF Inc. Bylaws and Standing Rules and may be amended at any regular or special meeting of the District III Executive Committee by a two-thirds vote or a majority vote with previous notice.
7. The following committees are permitted in District III bylaws to conduct business of an **URGENT** nature by electronic device:

Executive Committee

Finance Committee

Urgent is defined as specific questions requiring immediate attention.

1. The following are guidelines to be observed when an e-mail vote is conducted by one of above committees:
2. The District III District Director or chairman of the appropriate committee shall present action to be approved in the form of a motion and send this motion to each member of the voting body by electronic device. (Those who are entitled to be present but not vote at committee meetings shall be copied on the electronic message.) The District Director/Chairman shall request confirmation of receipt. An explanation of the circumstances, including why the matter cannot wait for the next committee meeting, must accompany the motion. The name of the Secretary to whom the vote is to be returned will be included in the e-mail as well as the period of time allowed for voting. (This time period may vary from committee to committee or situation to situation depending on the urgency and shall be determined by the individual District Director/Chairman.)
3. Comments, either positive or negative, (debate) may be made by any voting member or person entitled to be present at a committee meeting and should be sent to all.
4. Votes on the motion are to be returned to the District III Secretary or designated committee secretary within the stated time period. The District Director/Chairman may vote on the motion with other committee members.
5. A vote may be changed up until the time that the District Director/Chairman declares that a motion has been adopted/defeated.
6. A majority vote of the entire committee shall adopt a motion. A motion will be considered adopted whenever a majority vote of the entire committee in the affirmative is reached, even if before the end of the specified time period.
7. The District III Secretary/appointed committee secretary shall compile the vote and immediately notify the District Director/Chairman when a majority vote of the entire committee has been reached. At the end of the voting period, the Secretary shall send a Tellers Report to the District Director/Chairman which will include:

Record of those sent the motion (including those copied)

Date and time motion was sent and the polls were open

Number of votes needed for approval

Number of voted cast

Number in favor

Number opposed

A roll call of the voting will be available from the Secretary upon request by any committee member.

1. The District Director/Chairman will immediately declare the result of the vote to all members of the appropriate voting body by electronic device when notified by the Secretary that a majority vote has been reached and will send out the Teller’s Report at the end of the specified time period.
2. The motion, Tellers Report and result of the vote shall be recorded in the minutes of the next meeting of the committee.
3. Duties of Scholarship Chairman:
	1. Order and distribute raffle tickets as per club membership. Expense to be charged to scholarship account.
	2. Keep record of number distributed.
	3. Collect monies from ticket sales and deposit.
	4. Disburse monies to designated universities for scholarships as per contract.
	5. Financial reports as needed.
4. A reimbursement/payment form must be used by members seeking reimbursement or payment from District III, Louisiana Garden Club Federation, Inc.
5. Required Reports for Maintaining Incorporation and 501(c)(3) Status
	1. **State of Louisiana-**An Annual Report must be filed with the Louisiana Secretary of State by the Registered Agent between November 1st and February 28th. Currently the cost is $15.00 per year. A Copy of the report will be sent to the Treasurer of District III for filing and the Agent will be reimbursed for the expense.
	2. **IRS 990N-**This report will be filed by the Registered Agent between June 1st and October 31st of each year. A copy will be filed with the Treasurer of District III and at present there is no charge.
	3. The District III Treasurer will have password/ID access to be able to file the reports should the Registered Agent be unable to file for any reason.
	4. Upon the resignation or retirement of the Registered Agent, the District Director will appoint a new one.
6. According to Bylaws, Article IX, #5, outgoing District Directors are to be presented a gift of a LGCF Life Membership at the cost of $100.00. If the outgoing Director has a Life Membership, the money may be applied to a National Life Membership or used to purchase a gift not to exceed $100.00. The immediate past District Director’s gift will be given at the first Fall meeting of the new District Director’s term. It is the duty of the Treasurer to obtain the gift and have it available.