

Life Member Group Working Rules

- I. **Name:** Name of the group is “Life Member Group of the Rhode Island Federation of Garden Clubs, Inc.”
- II. **Objective:** To develop a fund for scholarship(s) promoting education in horticulture, landscape design, environmental science and related subjects. Any scholarship shall be for one year only and may be repeated annually until the completion of the education of the recipient ending with the completion of a Master’s Degree, should such recipient qualify. The recipient must be a resident within the area served by the Rhode Island Federation of Garden Clubs, Inc. All scholarships shall include the name of the “Life Member Group of the Rhode Island Federation of Garden Clubs, Inc.”
- III. **Executive Board:** Members of the Executive Board must all be members in good standing of RIFGC, Inc. and must be members of the Life Member Group. The President of the RIFGC, Inc. shall serve as an ex-officio member of this board.

The following will be elected members of the Executive Board:

1. Chairman – who will serve one two-year term
2. Vice Chairman – who will serve one two-year term
3. Secretary – who may serve 2 two-year terms
4. Finance Chairman – who may serve 3 two-year terms
5. Membership Chairman – who may serve 4 two-year terms
6. Scholarship Chairman – who is appointed by the President of the RIFGC, Inc. and may serve 3 two-year terms.

- IV. **Membership:** Any individual may be a member of the Life Member Group. Membership in a Garden Club is NOT REQUIRED.
- V. **Fees:** Shall be a one-time payment of an amount determined by the Executive Board and approved by two-thirds of the members attending an Annual Meeting. The membership donation is tax deductible. Donations may be given to the Life Member Group, and said donor and/or honoree will receive acknowledgement in appreciation of the gift.

VI. Duties of the Executive Board

1. Chairman

- a. Shall have full charge of the responsibilities of the Life Member Group.
- b. Shall call a minimum of one meeting per calendar year. The incoming Executive Board will be installed at the RIFGC Annual Meeting.
- c. Shall be responsible for generating income during term of office.
- d. Shall appoint any chairman necessary to benefit the Life Member Group.

- e. Shall oversee any or all transactions of investment to be made by the Finance Chairman.
- f. Shall sign any checks in case of emergency.
- g. Shall represent the Life Member Group in person or by delegate at the Advisory and Executive Board meetings of the Rhode Island Federation of Garden Clubs, Inc.
- h. Shall serve as a member of the Life Member Group Finance Committee.
- i. Shall provide a written report at the annual meeting of the Life Member Group and shall submit said report to the State Federation in the odd-numbered year.
- j. Shall serve a two-year term.

2. Vice-Chairman

- a. Shall work with the Chairman to assist in the completion of her duties.
- b. Shall be in charge of hospitality and program.
- c. Shall appoint a committee to assist in these duties.
- d. Shall be a member of the Life Member Finance Committee.
- e. Shall serve a two-year term.
- f. If the Chair is unable to serve, shall step into the Chair's responsibilities.

3. Finance Chairman

- a. Shall keep account of all monies received/disbursed.
- b. Shall discuss any non-routine financial issues with the LMG Chairman.
- c. Shall report same to the Life Member Group at each meeting.
- d. Shall submit an Annual Financial Report to the Rhode Island Federation of Garden Club's Treasurer no later than April 30 of each fiscal year.
- e. May serve 3 two-year terms
- f. Any check disbursements should be completed within 5 days of receipt.
Exception: Scholarship.

4. Secretary

- a. Shall record the minutes of all meetings.
- b. Shall send a copy of the same to the Chairman within 5 days of the meeting.
- c. May serve 2 two-year terms.
- d. Shall send notices of meetings.
- e. Shall send notification of donations and memorials.
- f. Shall attend to such other duties as they may arise.

5. Membership Chairman

- a. Shall promote Membership.
- b. Shall notify and welcome new members.
- c. Shall maintain a list of the membership, and provide updates on a semi-annual basis.
- d. May serve 4 two-year terms.

6. Scholarship Chairman

- a. Shall be appointed by the President of the RIFGC, Inc.
- b. Shall investigate colleges, universities, or other school of learning which promote the aims of the Life Member Group.
- c. Shall publicize all information about scholarships from National Garden Club, Inc., Life Member Group, and distribute information to local institutions of learning. Members of the sophomore, junior and senior classes and graduate students at the Masters level may apply. Applications need to be submitted to be eligible for both a National Garden Club, Inc. and a Life Member Group Scholarship.
- d. Shall submit completed applications to the Executive Board who will then decide on the recipient(s).
- e. Shall forward an application to the NGC Scholarship Chairman when due.
- f. Shall make appropriate arrangements of scholarships funds to the recipient(s).
- g. Shall monitor the progress of the recipient(s).
- h. May serve 3 two-year terms.

VII. Finance Committee

- a. Shall consist of the Chairman, Vice-Chairman, and the Finance Chairman.
- b. Shall approve any plan(s) of investment.
- c. Shall determine the number and amount of Scholarships to be awarded each year.
- d. Shall administer the Scholarship Fund, Savings Fund, and the Checking Account.
 1. The Scholarship Fund shall consist of monies received from the new membership fees. The interest from which may be used for funding scholarships of the LMG of the RIFGC, the amount to be determined by the Finance Committee and approved by the Executive Board. Said amount may be transferred to the checking account for scholarships.
 2. Donations received shall be deposited in the savings fund and will be used for scholarships.
 3. The checking account shall consist of monies raised (other than membership fees and donations) and may be used for expenses of the Life Member Group.

VIII. Nominating Committee

- a. Shall consist of the immediate past Chairman of the Life Member Group and two members appointed by the current Chairman of the Life Member Group.
- b. Shall nominate a Slate of Officers.
- c. Shall report slate of Executive Board accepting nominees to the members of the Life Member Group in the spring edition of "News" prior to the RIFGC Annual Meeting in the odd year.

- IX. **Election of Officers**
 - a. Acceptance of nomination shall be the equivalent of election.
 - b. The new officers shall be installed at the RIFGC Annual Meeting in the odd year.

- X. **Working Rules** may be changed by a two-thirds vote of the members present at any meeting. Majority vote shall rule as a decision on any other questions.

Working Rules revised:

September, 2014

April 23, 2015

May 19, 2016

July 26, 2018