

**PACIFIC REGION
NATIONAL GARDEN CLUBS, INC**

**POLICY AND PROCEDURE MANUAL
2010**

PURPOSE AND COMPOSITION

1. To facilitate the work of National Garden Clubs, Inc. (NGC) the State Garden Clubs are grouped into eight (8) Regions. Each Region receives its authority from the NGC Bylaws.
2. The State Garden Clubs of **Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon and Washington** comprise the **Pacific Region** of NGC.

EXECUTIVE BOARD

Members are the

- a. Regional Director and Alternate Director,
- b. State Presidents in the Pacific Region,
- c. Appointed officers: Corresponding Secretary, Recording Secretary, Treasurer, Historian, and Parliamentarian and
- d. Advisor - the immediate past Regional Director/Advisory Council Chairman.

BOARD OF DIRECTORS

Members are the

- a. Executive Board
- b. Past Directors of the Pacific Region,
- c. all Pacific Region chairmen.
- d. NGC Officers, NGC Chairmen and NGC Nominating Committee members who reside in the Pacific Region.

MEETINGS

Executive Board

1. The regular meeting shall be held immediately preceding the Annual Meeting of the Board of Directors. Quorum shall be eight (8) members present.
2. Special meetings may be held during the NGC Convention and Fall Board Meeting at the Call of the Director.
3. The incoming Executive Board shall meet during or immediately following the Pacific Region Annual Convention in the odd numbered year.

Board of Directors

1. The annual meeting of the Board of Directors shall be held immediately prior to the Pacific Region Annual Convention. Quorum shall be one-third (1/3) of those present and eligible to vote.
2. The incoming Board of Directors (odd-numbered year) shall meet during the convention or immediately following.

ADVISORY COUNCIL

1. Members shall be all past Pacific Region Directors.
2. The chairman shall be the immediate past Pacific Region Director. If that person is unable to serve, a chairman pro tem shall be elected from the past Directors present.
3. The Advisory Council functions at the request of the Regional Director or by a two-thirds (2/3) vote of the Board of Directors.

ELECTIONS

REGIONAL DIRECTOR AND ALTERNATE DIRECTOR

1. Rotation among the Pacific Region State Garden Clubs for the offices of Regional Director and Alternate Regional Director shall be as follows:

Alaska	(2011-2013)
Arizona	(2013-2015)
Nevada	(2015-2017)
Oregon	(2017-2019)
California	(2019-2021)
Hawaii	(2021-2023)
Washington	(2023-2025)
Idaho	(2025-2027)

2. Eligibility: NGC Bylaws shall be adhered to.

NGC Bylaws Article VIII -- OFFICERS - ELIGIBILITY, Section 1. -- Elected Officers (pertaining to Regional Directors)

D. To be eligible for the nomination as Regional Director or Alternate Regional Director, each nominee shall have served as President of a State Garden Club for a minimum of two (2) years and shall have attended two (2) of three (3) Previous Regional conventions/meetings at the time of election. In the event the State Garden club does not have a nominee who has served a minimum of two (2) years as President of a State Garden Club and willing to serve, the current President will become eligible for the nomination.

E. All officers elected and installed at the NGC convention in the odd-numbered years shall have attended two (2) of the previous three (3) NGC Conventions at the time of election. All Regional Directors shall have attended a minimum of two (2) NGC Conventions and may include the NGC Convention at which they are installed.

From *NGC Bylaws*, May 2009

3. State's duties in providing a Director and an Alternate Director:
 - a. The nominees for Regional Director and Alternate Regional Director are elected by the governing body of that State Garden Club whose turn it is to provide the Regional Director and Alternate Director.
 - b. The Director and the Alternate Director are to be elected at a State Garden club session preceding the Pacific Region Convention in the even-numbered year.
 - c. Competition may be held within a State, however only one (1) nominee for Director and one (1) nominee for Alternate Director may be submitted to the Regional Director six (6) weeks prior to the Regional Annual Convention in the even-numbered years for presentation to the Regional Board of Directors.
 - d. In the event the State whose turn it is to furnish a Regional Director does not have an eligible candidate for Director, the Regional Director shall be notified immediately and will then notify the State following in rotation, asking this State to fill the position.
 - e. A State that does not fill the position of Director loses its turn and shall wait for the next rotation to fill the position.
 - f. A State filling the vacancy of Alternate Director does not lose its turn in rotation.
 - g. Pacific Region shall adhere to all NGC Bylaws.

NGC Bylaws Article XI -- ELECTION OF OFFICERS, Section 2 -- ELECTION OF REGIONAL DIRECTORS AND ALTERNATE DIRECTORS

The State from which the next Regional Director and Alternate Regional Director shall come is determined by the policies or Bylaws of each Region. The Regional Director and the Alternate Regional Director must reside within the Region they represent.

A. The candidate for Regional Director shall be:

- 1) Elected by the governing board of that State Garden Club in session during the even-numbered year prior to assuming office.
- 2) Presented to the NGC Convention in the odd-numbered year.
- 3) Installed at the NGC Convention in the odd-numbered year and assume office for a two year term at the close of the NGC Convention.

B. The candidate for Alternate Regional Director shall be elected by the governing board of that State Garden Club in session during the even-numbered year prior to assuming office.

From *NGC Bylaws*, May 2009

NGC NOMINATING COMMITTEE MEMBERS AND ALTERNATES

1. Rotation among the Pacific Region State Garden Clubs shall be as follows:

2011-2013	Washington & Nevada
2013-2015	Alaska & Oregon
2015-2017	Arizona & California
2017-2019	Idaho & Washington
2019-2021	Hawaii & Nevada
2. Eligibility: NGC Bylaws shall be adhered to.
NGC Bylaws Article X NOMINATING COMMITTEE, Section 1. - STRUCTURE, B. Members
 - 1) To be eligible to serve as a Member or Alternate Member, each member shall have served two (2) years as an elected officer of a State Garden Club, a minimum of two (2) years as a member of the NGC Board of Directors and shall have attended two (2) of the previous five (5) NGC Conventions prior to assuming that position. The Member or Alternate Member must reside within the Region represented.
 - 2) The States from which the Members and Alternate Members are selected shall be determined by the policies or Bylaws of each Region.
 - 3) The Member and Alternate Member shall be elected by the governing board of the State Garden Club during the even-numbered year prior to service.
 - 4) If neither the Member nor the Alternate Member is able to attend a meeting, the Regional Director shall appoint a

member from the Region already serving on the NGC Board of Directors to attend that meeting.

From *NGC Bylaws*, May 2009

3. Election
 - a. Pacific Region shall provide two (2) members and two (2) Alternate Members to serve on the NGC Nominating Committee.
 - b. The two States next in rotation order for providing NGC Nominating Committee Members shall each elect two (2) eligible members to serve a Member and an Alternate.
 - c. The names of the persons elected for each position shall be submitted to the Regional Director six (6) weeks prior to the Regional Annual Convention in the even-numbered years for ratification by the Regional Board of Directors.
 - d. In the event the State whose turn it is to elect a Member and Alternate does not have an eligible candidate, the Regional Director shall be notified. The Regional Director will then request the State that follows in rotation to fill the position.
 - e. A State that does not fill the position of Member loses its turn in rotation and shall wait until the next rotation to provide a Member.
 - f. A State that fills the vacancy of Alternate will not lose its turn in rotation.
 - g. No State shall have two (2) members serving on the NGC Nominating Committee at the same time (other than the NGC Nominating Committee Chairman and Alternate Chairman if from Pacific Region).

CONVENTIONS

1. Convention rotation among Pacific Region States shall be as follows when feasible:

2011 – Arizona	2016 - Nevada
2012 – Alaska	2017 - Washington
2013 – California	2018 – Hawaii
2014 – Idaho	2019 – Arizona
2015 – Oregon	2020 - Alaska

2. Pacific Region Annual Conventions shall not conflict with NGC Conventions;
3. Pacific Region Annual Conventions should coordinate with State Garden Club Conventions so as to avoid duplication of dates.
4. The voting membership at conventions shall consist of members of the Board of Directors and delegates (or their alternates) from each State. The number of delegates that each State is entitled to is based on membership in NGC as of June 1 of the previous year. See NGC Bylaws (p. 9 this Manual) for the number of delegates that each State is entitled to have.
5. A quorum for the transaction of business shall be a majority of the voting members as set forth in Section 4 above who are registered at the convention.

FINANCES

1. **Fiscal Year** - June 1 to May 31
2. **Dues** -Dues for each state shall be determined by the number of delegates allowed for each state as listed in NGC Bylaws Article XII, Section 2.B. (see p. 8 this Manual) Each state shall pay \$30 annually per delegate. Dues are due June 1, delinquent November 1. Send dues to the Regional Treasurer.
3. **Budget** - An annual budget for all funded activities shall be prepared by the Director, the Treasurer and one other member appointed by the Director in the even-numbered year, and by the out-going and in-coming Directors and Treasurers in the odd-numbered year. The proposed budget shall be presented for approval at the Executive Board and the Board of Directors meetings immediately prior to the Annual Convention.
 - a. **Revenue**
 - 1) Dues (as above in 2)
 - 2) Program allowance from NGC
 - 3) WACONIAH subscriptions and Boosters
 - b. **Expenses**
 - 1) Director's **Allowance** - The Regional Director is allowed \$3200 annually
 - 2) Awards
 - 3) Essay Contest - \$50.00
 - 4) WACONIAH (See details under Chairmanships, WACONIAH)
4. **Advance** - The outgoing Treasurer is authorized to advance the incoming Treasurer up to \$5,000.00 at the change of administration
5. **Reimbursement of Expenses**, if budgeted, shall be made by the Treasurer after approval of the Director. Expenses not budgeted require approval of the Executive Board prior to payment.
6. **Scholarship Funding** (\$1,000 each year)
 - a. Interest from General Fund CD (Established March 1988, \$5,000.00)
 - b. Interest from Scholarship CD (Established June 1995, value then \$5,000.00)
 - c. Interest from Scholarship Savings Account
 - d. Scholarship donations
 - e. Pacific Region Life Memberships
 - f. Scholarship fund-raisers
7. **Pacific Region Book of Recognition**
 - a. Contributions, honorariums and memorials are recorded in the *Book of Recognition*.
 - b. Upon the death of a current Pacific Region Officer (other than the Director) or Chairman, the name of the person shall be recorded in the *Pacific Region Book of Recognition*. For a current Director the memorial shall be determined by the Executive Board.
 - c. Send donations to the *Book of Recognition* chairman, with checks payable to Pacific Region.
 - d. For memorial contributions, state the name of the person in whose memory the donation is given and name and address of next of kin.
 - e. For honorarium, state name and address of honoree.
 - f. For all donations, state name and address of donor.
 - g. Moneys to *Book of Recognition* will be deposited in the Scholarship Fund.

EXECUTIVE BOARD DUTIES

REGIONAL DIRECTOR

1. NGC Bylaws Article IX -- DUTIES OF OFFICERS, Section 10. -- REGIONAL DIRECTORS shall be adhered to.
 - A. Each Regional Director shall:
 1. Direct the activities of the Region.
 2. Coordinate and promote the activities of NGC.
 3. Be a member of the NGC Scholarship Committee.
 4. Conduct an Annual or Biennial Regional Convention in rotation as established in the Bylaws, Standing Rules, Rules of Procedure or Policies of the Region.
 5. Appoint Regional Representatives as necessary to carry out the purposes of NGC which shall conform, insofar as practicable, to those of NGC.
 6. Inform the NGC President of an anticipated absence from any required meetings and secure approval for the Alternate Regional Director to represent the Region with all the privileges of the Director.
 7. Adhere to ARTICLE XI for election procedures within the Region.

B. In the event of a vacancy in the office of Regional Director, the Alternate Regional Director shall become Regional Director. An Alternate Regional Director shall then be elected as established within that Region according to prescribed procedure. (ARTICLE XI, Section 2.)

From *NGC Bylaws*, May 2009

2. Appoint Regional Officers as follows: Corresponding Secretary, Recording Secretary, Treasurer, Historian, Parliamentarian.
3. Appoint Regional Representatives (Chairmen) corresponding to NGC Chairmen and others as needed. (*NGC Standing Rules*, p. 16 - "In the event a NGC Chairman suggests the name of an individual to serve as Regional Representative for that NGC Chairmanship, the Director will comply whenever feasible").
4. Send list of Regional Representatives (Chairmen) to the NGC Headquarters for inclusion in the kits of the NGC Chairmen as requested, usually by March of the odd-numbered year.
5. Plan a project for the Region in order to have the Region apply for the NGC Award of Excellence #25.
6. Notify States next in order for Regional Director, Alternate Director, NGC Nominating Committee Members and Alternate Members prior to September 1 in the odd-numbered years. States must elect candidates prior to the Pacific Region Annual Convention in the even-numbered year.
7. Send names of the incoming Regional Director and Alternate, and the names of the two Members and Alternate Members of the NGC Nominating Committee to the Chairman of the Nominating Committee at least one month prior to the NGC Fall Board meeting in the even-numbered year, certifying that they are eligible and have been endorsed by the Region and the State's Board of Directors.
8. Answer all mail promptly, with copy of pertinent correspondence to the Alternate Director. States may request a photo and message for publication in the *State Directory*.
9. Plan the programs for the Pacific Region Conventions in conference with the Convention Chairmen and host State President. (Details in the *Convention Directive*)
10. Appoint a Committee to Approve the Minutes of all meetings, Timekeepers, Tellers, Financial Review Committee and others as necessary.

11. Notify the Convention Chairman to send Registration information and forms by January 1 to each Pacific Region State President and Newsletter Editor for inclusion in each State publication.
12. Attend, upon invitation, one Annual Convention in each State in the Region during the term of office. Travel expenses are those of the Director. Expect lodging, registration and meals one day prior to and following, and during the Convention as a courtesy.
13. Verify with State Presidents that NGC dues have been paid thirty (30) days prior to the delinquent date (September 30).
14. As outgoing Regional Director, report at the NGC Annual Convention and introduce the incoming Director.

ALTERNATE REGIONAL DIRECTOR

1. Compile a list of State Chairmen under each Chairmanship title.
2. Send lists of State Chairmen to each corresponding Regional Chairman.
3. Assume other duties at the request of the Regional Director.
4. In the event of a vacancy in the office of Regional Director, assume that office.

CORRESPONDING SECRETARY

1. Send letters as requested by the Regional Director.
2. Send notes relaying the Regional Director's wishes regarding those to preside, give invocations, introduce speakers, etc., during Annual Conventions or other events, asking that "regrets only" be returned.

RECORDING SECRETARY

1. Record minutes of all regular and special Executive Board meetings, the Annual Conventions and other meetings at the request of the Regional Director.
2. Send draft copy of minutes of all meetings to the committee to approve the minutes, with a copy to the Regional Director and Parliamentarian for approval. Request a response within ten (10) days. Minutes of all meetings require approval of this committee.
3. Duplicate and mail (or email) copies of the minutes of all Executive Board meetings to members of the Executive Board.
4. Duplicate and mail (or email) approved pre-convention Board of Directors meeting minutes, and approved annual Convention minutes, with names and dates of those approving, to all members of the Board of Directors and have them available on the website.
5. Send copies of all minutes to the incoming Regional Director and Alternate Director after they are elected.
6. Send **motions** passed at meetings to the *WACONIAH* Editor for publication.

TREASURER

1. Maintain a checking account in the name of Pacific Region of NGC in a financial institution agreeable to the Regional Director, with the Treasurer and the Regional Director as signers. Only one signature is required.
2. Open savings accounts, with the approval of the Executive Board, as necessary.
3. Receive and deposit all Pacific Region moneys (other than Convention Registration, etc.).
4. Issue checks as authorized by the Regional Director.
5. Send *WACONIAH* Editor an advance of \$250 for expenses before each deadline date if requested.
6. Prepare checks for Regional Awards made payable to the recipients.
7. Prepare a Financial Report for each Executive Board meeting and each Annual Meeting.
8. Prepare records for the annual audit by July 31 of each year.

PARLIAMENTARIAN

Upon request, give opinions on Parliamentary Procedure and interpretation of the NGC Bylaws and Standing Rules and the Procedure Guidelines of Pacific Region, and assist State Garden Clubs in formulating or amending Bylaws.

HISTORIAN

1. Request reports from each State Garden Club regarding accomplishments and main events of each term.
2. Compile a report of Regional accomplishments and events for the term.
3. Submit reports on State Garden Club and Pacific Region activities as requested by the NGC Historian.

STATE PRESIDENTS RESPONSIBILITIES

1. The Incoming State President shall send the State Roster to the Incoming Regional Director **and** the Incoming Alternate Regional Director as soon as possible.
2. Attend all Pacific Region Executive Committee meetings and the Annual Convention.
3. Report as requested with three (3) copies, one long for the Director, two (2) short (1 00 words) for the Recording Secretary and the *WACONIAH* Editor.
4. Prepare appropriately or send regrets promptly when invited to participate at an Annual Convention (i.e. give an invocation, welcome, introduction, etc.)
5. Have the Annual Pacific Region Convention CALL and registration information printed in the State Newsletter.
6. Advise State Treasurer to send Regional Dues of \$30 per delegate (as in NGC Bylaw Article XII, Section 2.B. See p. 8 this Manual) to the Regional Treasurer. This is due June 1, delinquent September 31 each year.
7. Invite the Regional Director to attend a State Annual Convention. All courtesies should be extended to the Regional Director, including registration, package plan, optional meals, trips and lodging. Due to travel time, courtesies should include one day prior to and one day following the Convention.
8. By August 1 in each even-numbered year send copies of any newly completed personnel forms for Pacific Region and an updated list of members from your State who are willing to serve as chairmen in Pacific Region. Send copies of the personnel forms and the list to the Director, Incoming Director and Pacific Region Personnel Chairman.
9. Six weeks prior to the Pacific Region Convention in the even-numbered years when it is your State's turn in the rotation order submit names of one (1) nominee and one (1) alternate for the following positions to the Regional Director:
Pacific Region Director;
NGC Nominating Committee member.
10. Include the Regional Director and the *WACONIAH* Editor on the mailing list for State publications.
11. By July 15 in the odd numbered year sent the *WACONIAH* Circulation Chairman the mailing list of those in your State to receive *WACONIAH*.
12. Introduce the Incoming State President when appropriate.

DELEGATES FROM NGC BYLAWS

(Refers to Number of Members as of June 1)

- | | |
|-------------------------------|-----------|
| a) Membership of 500 or less: | two (2) |
| b) Membership of 501 to 1000 | three (3) |
| c) Membership of 1001 to 1500 | four (4) |

d) Membership of 1501 to 2000	five (5)
e) Membership of 2001 to 3000	six (6)
f) Membership of 3001 to 4000	seven (7)
g) Membership of 4001 to 5000	eight (8)
h) Membership of 5001 to 6000	nine (9)
i) Membership of 6001 to 8000	ten (10)
j) Membership of 8001 to 12,000	eleven (11)
k) Membership of 12,001 and above	twelve (12)

The maximum number of delegates of any State Garden Club is twelve (12).

From *NGC Bylaws* May 2009

GUIDELINES FOR PACIFIC REGION CHAIRMEN

GENERAL

1. Responsibilities:

- a. Maintain the list of state chairmen which correspond to your chairmanship. Expect to receive the list from the Alternate Regional Director by August.
- b. Serve as a liaison between NGC Chairmen and the State Chairmen.
- c. Research information on and promote your chairmanships, referring to NGC's Annual Member Services and Sales Catalog.
- d. Request reports from State Chairman as needed.
- e. Encourage participation in Regional and NGC Awards, particularly regarding your chairmanship.
- f. Set up displays at flower shows, conventions, fairs, etc.
- g. Submit articles to the *WACONIAH* and to State newsletters
- h. Maintain an up-to-date *Procedure Book* including correspondence and reports regarding chairmanship. Deliver the *Procedure Book* to the incoming chairman with recommendations as soon as possible following the close of the term.

2. Reports

- a. **Attend Annual Conventions** and report as requested
- b. Short reports of under 100 words are expected for the *WACONIAH* and minutes.
- c. If unable to attend, notify the Regional Director and prepare written reports as requested.

3. Correspondence

- a. Answer all correspondence **promptly**, with copy to Regional Director.
- b. Use Pacific Region letterhead stationery and envelopes for correspondence relating to the chairmanship (available at Annual Conventions or from the Director by mail).
- c. **Sign and date** all correspondence and reports.

4. Expenses

- a. Be aware Chairmen are personally responsible for ordinary expenses incurred in carrying out the duties of their chairmanship. These expenses include telephone calls, copying and postage. They are estimated to be about \$25.00 per year.
- b. **Expenses over the ordinary** (large mailings, publications, etc.) require prior approval. Submit estimated expense for approval to the Regional Director for inclusion in the proposed budget annually.
- c. Expenses not budgeted require approval of the Director for payment.

SPECIFIC

ALL chairmen shall adhere to the GENERAL guidelines listed above. Where **additional specific duties** have been identified, they are listed below.

AWARDS

1. Record Books of Evidence as received and select panels of Judges (at least **three** (3) per panel for evaluations). Include constructive comments with each Book of Evidence.
2. Send list of first place winners (with addresses) for payment by the Treasurer.
3. Affix gold seals on First Place Certificates (the Director has the seals and the embosser).
4. Package all but First Place winners in boxes for each State President.
5. Prepare list of winners, duplicate and distribute at the Annual Convention with a copy to the *WACONIAH* Editor and State publication Editors.
6. Assist Regional Director in the presentation of Awards.
7. Request space at Regional Conventions for the display of Books of Evidence.
8. Serve as a member of the NGC Awards Committee and assist the NGC Awards Chairman as requested.

BOOK REVIEW - Review books not covered in *The National Gardener*. Review three to five books or as requested by the *WACONIAH* Editor giving title, author, publisher, price and availability.

BOOK OF RECOGNITION - Forward checks received to Treasurer immediately. Acknowledge receipt of donations with a note to donor and honoree as appropriate.

CONVENTION CHAIRMAN & VICE CHAIRMAN - Review and follow the *Convention Directives 2007*. Report to the Conventions Coordinator and the Regional Director.

CONVENTIONS COORDINATOR

1. Maintain Convention Record Summary of attendance, rooms booked, number at meals, Budgets, Financial Records, etc. as outlined in the Convention Procedure.
2. Send copies of convention records to the Chairmen of future Pacific Region Conventions.
3. Receive dates of State Conventions from State Presidents and report to *WACONIAH* Editor.

CONVENTION REPORTS COORDINATOR - Coordinate the convention reports as requested by the Director.

ENVIRONMENTAL CONSULTANTS COUNCIL - Maintain a list of Environmental Consultants in the Region.

ENVIRONMENTAL STUDY SCHOOLS/REFRESHERS - Suggest that States purchase copy of NGC's *The Living Earth - Environmental Studies Schools Handbook* (available from NGC Member Services, \$7.00). Assist as requested.

FLOWER SHOW SCHOOLS & SYMPOSIA - Try to coordinate schools/symposia and assist States as requested.

GARDENING CONSULTANTS COUNCIL - Maintain a list of Gardening Consultants in the Pacific Region.

GARDENING STUDY COURSE/REFRESHERS - Suggest States purchase copy of NGC's *Gardening Study Courses Handbook* (available from NGC Member Service, \$5.00).

INTERNATIONAL AFFILIATES - Send reminders to International Affiliate Clubs to pay dues. Act as an ambassador to International Garden Club members.

LANDSCAPE DESIGN CONSULTANTS COUNCIL - Maintain a list of Landscape Design Consultants in the Region.

LANDSCAPE DESIGN STUDY SCHOOLS/REFRESHERS - Advise States to have a copy of NGC's *Landscape Design Study Operations Guide* (available from NGC Member Service, \$7.00).

PERSONNEL - Receive Personnel Forms from State President or State Personnel Chairmen. Make copies for the current Regional Director, one for the Incoming Regional Director, keeping one for the file. If service to NGC is indicated, make three (3) copies for the NGC Personnel Chairman and send them to that chairman.

POLICY & PROCEDURE - Have available current copies of NGC *Bylaws & Standing Rules*. Update the *Pacific Region Policy & Procedures Guidelines* with corrections made at each Pacific Region meeting. Prepare a complete revision when needed and as requested by the Director or Incoming Director.

REGIONAL PROJECT – Promote the Regional Director’s Project and prepare the Book of Evidence for NGC Award of Excellence #25.

SCHOLARSHIP - Conduct the Pacific Region Scholarship Program selecting one winner. The Scholarship shall be awarded in March. Advise the Treasurer to send the check to the university after receiving proof of full time enrollment for fall quarter.

**WACONIAH - The Official publication of the Pacific Region
EDITOR & SUBSCRIPTIONS/CIRCULATION**

1. There shall be four issues per year. (Contents may vary.)
 - a. August - in the odd numbered year including the new Roster and plans for the new club year.
 - b. November - contains new information from Regional chairmen and NGC Fall Board.
 - c. February - Pre-convention information, Registration Form.
 - d. May - Post-convention, awards, final reports.
2. Complimentary copies shall be sent by electronic means to:
 - a. NGC President, Vice Presidents and Regional Directors.
 - b. NGC Headquarters - one (1) copy (4401 Magnolia Ave, St. Louis MO 63110-3492).
 - c. *The National Gardener* Editor.
 - d. Pacific Region Board of Directors members.
 - e. Newsletter Editors in the Pacific Region States, other Regional Newsletter Editors and the Editor of *Keeping In Touch*,
 - f. District Directors in Washington, Oregon, California, Arizona and Idaho.
 - g. Garden Club Presidents in Alaska, Hawaii and Nevada.
 - j. The Director in quantity requested (minimum of 10 suggested).
3. Subscription price shall be \$10.00 per term, payable to Pacific Region and sent to the Circulation Chairman.
4. *WACONIAH* BOOSTERS shall pay \$20 per term payable to Pacific Region, sent to the *WACONIAH* Booster Chairman, to be recognized in the publication.
5. *WACONIAH* may be emailed in PDF format to anyone requesting receipt electronically.
6. Costs of printing and mailing shall be budgeted.
 - a. A minimum of three (3) bids shall be obtained by the Editor appointed by the Incoming Director with the contract decision made in consultation with the Incoming Director.
 - b. Mailing is by First Class mail.

WAYS & MEANS - Plan activities with Regional Director. Execute Ways & Means projects with States and Regional Convention Chairmen. Collect money and deposit with the Treasurer as required.

WEBSITE - Maintain and update the Pacific Region website in cooperation with the *WACONIAH* Editor.