

OHIO TRI CONSULTANTS COUNCIL
STANDING RULES

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4 **1. Additional Duties of the Elected Officers:**

5 **A. President:**

- 6 1. Appoint the following Chairmanships with the approval of the Board:
 - 7 a. Tri-Refresher Chairman
 - 8 b. Awards Chairman
 - 9 c. Bylaws/Standing Rules Chairman
- 10 2. Appoint Special Committees as needed and approved by the Board:
 - 11 a. Audit Committee
 - 12 b. Nomination Committee
 - 13 c. Any other Ad Hoc committee, and
- 14 3. Serve as an ex-officio member of all committees, except the Nominating
- 15 Committee, and
- 16 4. Advise, supervise and assist officers and chairmen with their duties.
- 17 5. Coordinate OTCC scholarship monies with the GCO Scholarship Chairman, and
- 18 potential candidates selection, through the OTCC Awards Chairman.
- 19 6. Transfer all records to the successor upon the expiration of term of
- 20 Office, at the GCO Annual Spring meeting of odd numbered years.

21 **B. Vice President:**

- 22 1. Confer with the President as to the place and program for all Council meetings, and
- 23 2. Provide information to the Secretary when necessary to notify members of Council
- 24 members or other activities, and
- 25 3. Contact speaker for programs and provide all amenities as appropriate, and
- 26 4. Transfer all records to the successor upon expiration of the current
- 27 term of office, at the GCO Convention/Annual Meeting.

28 **C. Secretary:**

- 29 1. Record accurate minutes of all meetings and email to President within 14 days, and
- 30 2. Assemble chronologically the minutes of the Council and Executive Board, and
- 31 3. Conduct the correspondence as directed by the President, and
- 32 4. Send notices of all meetings as requested by President including a Call Letter, and
- 33 5. The slate of nominated officers shall be sent to all voting members six (6) weeks
- 34 before the Spring meeting in odd numbered years, and
- 35 6. Be custodian of correspondence, and
- 36 7. In the event of the death of a member of OTCC, send a card, and
- 37 8. Shall maintain the current membership records, coordinating with the Treasurer,
- 38 and

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49 **C. Secretary continued...**

- 50 9. From membership roster, keep an up-dated list of names, addresses, phone
51 numbers, and email addresses, and
52 10. Send by email or snail mail, if necessary, notices of Dues by January 1st each year,
53 noting that dues are due by March 1st. Members are to be reminded to send dues to
54 the Treasurer and note any changes in contact information, and
55 11. Transfer all records to successor at the end of term at the Spring Annual Meeting.
56 12. **Membership** responsibilities and duties shall fall to the Secretary.
57 a. Members may be reinstated by payment of current years' dues and proof of
58 current certification, and
59 b. Send invitation letters to the Students after they have completed two (2) courses,
60 in any of the Schools, successfully, and
61 c. Prepare a Roster of members to be distributed at the Spring Annual meeting.
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63 **D. Treasurer:**

- 64 1. Receive all funds and pay all bills for the OTCC, including the annual dues of
65 \$15.00 per member.
66 2. Serve as Chairman of the Budget/Finance committee.
67 3. Record all monies received and all expenditures made in each budget category.
68 4. Pay unbudgeted items after approval by the Executive Board.
69 5. Collect all dues. Coordinating with the Secretary, create a membership roster.
70 6. Make a full report at each meeting of Council and Executive Board.
71 7. Working with the Budget/Finance Committee create a budget to be distributed
72 at the Annual Meeting, for membership vote of approval.
73 8. Transfer all records to successor after all expenses have been paid and audit
74 completed, after the GCO Annual Meeting, after expiration of term.
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76 **III. Duties of Standing Committee Chairmen**

77 **A. Awards**

- 78 1. Promote and inform membership that there are three (3) GCO and six (6) NGC
79 awards for Landscape Design projects or contest.
80 a. To qualify for GCO & NGC Landscape Design project or contest, the project
81 contest must be judged by three (3) consultants.
82 2. Promote and inform membership that there are nine (9) Gardening Awards.
83 3. Promote and inform membership that there are six (6) Environmental Awards.
84 4. Review Scholarship Applications and make recommendation to GCO Award
85 Committee.
86 5. Notify Treasurer of dollar amounts to be disbursed for Scholarship Award.
87 6. Transfer all records to successor at the end of term, at the Spring Annual meeting.
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95 B. Bylaws/Standing Rules

- 96 1. Review all NGC and GCO directives to determine if any changes need made to
- 97 the OTCC Bylaws/Standing Rules.
- 98 2. Keep a record of any action that could affect Bylaws/Standing Rules.
- 99 3. Keep records up to date, noting changes and date of changes.
- 100 4. Distribute a copy of Bylaws/Standing Rules to all members, 1st by email and then
- 101 by mail through the United States Postal Service, if email not available, six (6)
- 102 weeks prior to the Annual Meeting.
- 103 5. Send any changes to the membership to voted upon the next meeting, six (6)
- 104 weeks prior to meeting.
- 105 6. Bring the Bylaws/Standing Rules to every meeting.
- 106 7. Transfer all records to successor at the Annual GCO Meeting at the expiration of
- 107 Term.

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109 C. Budget/Finance Committee

- 110 1. The Treasurer shall serve as Chairman.
- 111 2. Shall prepare a budget to be distributed at the Annual Meeting, noting last year
- 112 expenses and income, and projected expenses and income for the coming year,
- 113 to approved by the membership, after concurring with Executive Board.
- 114 3. Fiscal year shall be July 1 – June 30.
- 115 4. Coordinating with Treasurer, submit annual financial report for the GCO Treasurer
- 116 by July 15th.

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118 D. Duties of Tri-Refresher Chairman:

- 119 1. Plan a Tri-Refresher for the fall of even numbered years.
- 120 2. Tri-Refresher must follow guidelines set forth by NGC.
- 121 3. All members of Council, GCO, and public may attend.
- 122 4. Date of Tri-Refresher must be announced six (6) months prior to event, after
- 123 approval by Council Executive Board and President of GCO.
- 124 5. Invitation to Tri-Refresher shall be send to all members of Council through the
- 125 Secretary, must be posted on the GCO website, noted on the GCO Facebook page,
- 126 published in the GCO publication, “Garden Greetings”, and announced at the GCO
- 127 Board meetings, along with being noted in the NGC publication, “The National
- 128 Gardener”.
- 129 6. A Registrar shall be appointed by the Tri-Refresher Chairman.
- 130 7. To avoid opening a new checking account, all monies shall be turned into the
- 131 OTCC Treasurer, who shall issue payments as directed by the Chairman.

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- D. Tri-Refresher Chairman continued....
 - 8. At completion of Tri-Refresher, Chairman shall give a financial report to the Executive Board and provide the GCO All Schools Credentials Chairman a copy of attendees and in what study they refreshed.
 - 9. Transfer all records to successor upon the expiration of term, at the Annual GCO Meeting, of even numbered years.

- F. Nominating Committee Chairman:
 - 1. Immediate Past President shall serve as Chairman.
 - 2. Shall be appointed by the President at the fall meeting of odd numbered years, three (3) active members.
 - 3. Shall submit a slate of officers to the membership with the Call Letter for the Spring Annual Meeting, six (6) weeks prior.
 - 4. Vote shall take place at the Annual GCO Meeting as directed in the Bylaws, Article VII, Sections 5 & 6.
 - 5. For **FIRST** nomination committee only (to be elected June 2021), a member not running for an office, shall be appointed by the Council President, to serve as Chairman of the Nominating Committee.