

STANDING RULES
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STANDING RULES

These Standing Rules shall not be in conflict with the FGCNYS Bylaws and may be amended at any regular or special meeting of the Board of Directors of the Federation by a two-thirds vote or a majority vote with previous notice.

THE PRESIDENT OF THE FEDERATION

The President is elected by the membership at the Annual meeting in the odd-numbered year.

The eligibility of a member for nomination for election as President, the method of election, the duties and responsibilities are outlined in the FGCNYS Bylaws.

The President makes all appointments of Committee Chairmen. Such appointments are subject to approval of the Executive Committee.

The incoming President makes the appointments of the Committee Chairmen for the next administration only after becoming President-Elect on December 15th in the even-numbered year.

The incoming President is presented with a FGCNYS Life Membership and a NGC Life Membership at the time of election if this officer does not have one. Monies to be taken from the Life Membership Fund.

The incumbent President is the only person who may wear the Federation President's pin. The pin is passed to the successor at the time of the installation of the newly elected President.

A Federation Past President's pin is presented to the President at the end of the term of office. Monies to be taken from the Life Membership Fund.

The President signs the lease for office space with the approval of the Board of Directors.

The President signs hotel contracts for meetings, Symposiums, etc., and is responsible for maintaining Federation insurance policies.

The President approves the contents of all Federation publications prior to publication and/or distribution.

The President signs all letters of official recommendation by the Federation for nomination of candidates for NGC office or Regional Directorship and for members from New York to serve on the NGC Nominating Committee when it is New York's turn for such representation.

When the request is received by the President for names of New York members qualified and willing to serve as Regional Representatives on NGC Committees or as Chairmen of Committees of the NGC Central Atlantic Region, the President forwards the recommendations to the Director of the NGC Central Atlantic Region.

The President may present three Presidential Citations at each Annual Meeting.

The President attends District Meetings in each of the Districts at least once during the term of office. District Directors invite the President to all District Meetings which are attended when the President's schedule permits.

The President appoints a member of the FGCNYS Board of Directors to serve on each District Nominating Committee in an advisory capacity.

The President opens the Symposium and gives a welcome. The President is always welcome at State-sponsored Schools, but is not expected to open Courses in Schools in the Districts, this being the privilege of

THE PRESIDENT OF THE FEDERATION (cont.)

the District Directors. Whenever a President attends a state, district or club function, an honorary seat is reserved and the President is to be recognized.

The President approves reimbursement for the cost of plant material bought for an exhibit or invitational design by a New York member at a NGC Convention.

The President approves reimbursement of up to \$100 for a Chairman's expense if invited to present at a NGC Conference.

The President of FGCNYS is ratified as a member of the Board of Directors of NGC at the meeting of the Board of Directors of National Garden Clubs, Inc. following the election of the New York President.

The outgoing President attends the NGC Convention at the end of the outgoing President's term, gives the report and accepts the awards for FGCNYS. FGCNYS pays the package plan, lodging, meals, and transportation for the outgoing and newly elected President in odd years. All receipts must be presented prior to reimbursement and kept on file at the state office for 7 years.

The Treasurer, upon the death of a FGCNYS President or former President, will have a check, money taken from the General Fund, for \$100 sent to the National Permanent Home and Endowment fund as a Memorial and in honor of the State's highest office.

POLICY FOR CHARGING PRESIDENT'S EXPENSES:

See spread sheet on page 18

OTHER OFFICERS (See Bylaws Article XIV)

The Vice-Presidents, in the order of their rank, shall assume the duties of the President in the President's absence or inability to act, unless the President-Elect has assumed office. They shall perform such other duties as assigned to them by the President or the Executive Committee. The First Vice-President serves on the Finance Committee.

The Recording Secretary shall record and circulate the minutes of all the meetings of the Federation, the Executive Committee and the Board of Directors. All minutes are to be posted and distributed within 30 days and filed in permanent form upon approval in the Federation Headquarters Office. This officer is responsible for keeping the Motion Book in Headquarters Office up to date. This officer shall also supervise the mailing and the counting of emergency ballots.

The Corresponding Secretary shall give notice of all meetings of the Federation, the Executive Committee and the Board of Directors. This officer shall notify new member garden clubs or garden departments of their acceptance, shall attend to the official correspondence of the Federation as directed by the President and/or Board of Directors, and shall perform such other duties as may be assigned to this office by the President or the Executive Committee. This officer may designate a person to send electronic communication.

The Treasurer is Chairman of the Finance Committee. For duties, see FINANCES, FINANCE COMMITTEE & TREASURER.

The Assistant Treasurer shall assist the Treasurer and shall perform such duties attendant upon the Treasurer's office as are delegated by the Treasurer and the President. This officer shall perform the duties of the Treasurer in the Treasurer's absence or inability to act. This officer serves on the Finance Committee and presents the annual budget for approval to the Federation's Board of Directors.

The Parliamentarian is appointed by the President and approved by the Executive Committee. This officer shall serve as advisor to the President and the State Board of Directors on parliamentary matters. The Parliamentarian shall also respond to parliamentary questions from District and member garden clubs and in general shall promote knowledge of parliamentary procedure among the membership.

BOARD OF DIRECTORS (See Bylaws Article XV)

The Board of Directors is vested with full power and authority to direct, control and administer the business, property and affairs of the FGCNYS, Inc.

Membership on the Board of Directors consists of: Officers, District Directors, Advisory Committee Members, Finance Committee Members and Chairmen of Standing Committees.

To be elected or appointed to membership on the Board of Directors a member must have held an elective office or standing committee chairmanship in a District or member garden club.

Any elected officer having served more than half of their term is deemed to have served a full term, unless succeeding to office by virtue of a vacancy in the office of the President. District Directors having served more than half of their term, are deemed to have served a full term.

Vacancies in elective office for which succession is not provided in the Bylaws will be filled for the unexpired term by vote of the Board of Directors upon recommendation of the President.

BOARD OF DIRECTORS (See Bylaws Article XV) (cont.)

When a Board member is unable to attend a meeting of the Board of Directors, the President and the FGCNYS Office should be advised of important matters to be presented. Absence from two consecutive meetings, unless excused by the Executive Committee, is to be considered cause for automatic dismissal or, in the case of an Officer, cause to declare the office vacant, by action of the Board of Directors.

The Chairman of the Nominating Committee reports the decision of the Nominating Committee to the Board of Directors at the winter meeting of the Board of Directors in the even-numbered year.

Names of members nominated by their Districts for the office of Director are presented to the State Board of Directors for approval prior to their election at a District meeting and no later than the winter meeting of the Board of Directors in the even-numbered year.

Meetings of the Board of Directors are held at least four times a year, the time and place approved by the Board of Directors. Any change must be approved by the Executive Committee.

Special meetings of the Board of Directors will be held at the call of the President or upon written request to the Corresponding Secretary by at least one-third of the members of the Board.

Notice of meetings of the Board of Directors is sent by the Corresponding Secretary or designee to members of the Board at least ten days prior to a regular meeting or five days prior to a special meeting.

The quorum at a meeting of the Board of Directors is fifteen members representing 50% of the Districts, seven of the fifteen being Officers and/or District Directors.

District Directors Elect are invited to attend the winter meeting of the Board of Directors in the even-numbered year and the outgoing Board of Directors' meeting in the odd-numbered installation year as orientation, but with no vote or voice.

In the absence of a District Director, an Assistant Director may attend the Executive Committee and Board Meetings and may report and vote.

Voting at meetings of the Board of Directors is to be by ballot or voice, except that all voting for office must be by ballot.

Club resignations are reported by the District Directors and recorded in the minutes.

Officers, Directors and Committee Chairmen report at meetings of the Board of Directors, with two typewritten copies of the report to be submitted – one for the President and one for the Recording Secretary. Meeting reports are given quarterly and highlight important happenings, upcoming events, motions etc. Using your time to focus on one important item is more valuable than small tidbits of information. Annual Meeting reports are a yearly synopsis.

The Recording Secretary is responsible for taking minutes of meetings of the Board of Directors, circulating them to members of the Board within 30 days and filing them in permanent form upon approval. The motion book, kept in the FGCNYS Office, must be kept current.

The Board of Directors appoints one of its members to serve on the State Nominating Committee. This member has a vote on the State Nominating Committee.

A member of the Board of Directors is appointed by the President, one per district, to serve on each District Nominating Committee in an advisory capacity.

BOARD OF DIRECTORS (See Bylaws Article XV) (cont.)

Board Members may attend the FGCNYS Symposium at a reduced fee set by the Symposium Committee, provided they are not taking the Symposium for credit.

Members of the Board of Directors should be willing, when possible, to speak on their particular chairmanship.

A member of the Board of Directors (usually the First Vice President) should assume responsibility for courtesies to the President – such as, the usual gift from the members of the Board to the President at the end of the President’s administration.

ADVISORY COMMITTEE (See Bylaws Article XVIII)

The members are the former Federation Presidents who are willing to serve. The Chairman is the immediate Past President and shall be a member of the Finance Committee. If unable to serve, the President shall appoint a chairman from former Presidents.

The committee meets at the call of the Chairman or upon the request of the Federation President or the Board of Directors, to give advice on matters of Standing Rules/Policies and Procedures. It is recommended that the Advisory Committee meet at least once per year.

Any recommendations for changes in SR/PP should be made to the President and are subject to approval by the Board of Directors.

EXECUTIVE COMMITTEE (See Bylaws Article XVII)

The Committee is composed of the elected Officers, District Directors and in an advisory capacity, the Parliamentarian and the Chairman of the Advisory Committee. No person shall be eligible to hold two positions on the Committee at the same time.

A majority of the members of the Committee shall constitute a quorum.

The Committee meets at the call of the President in order that the business of the Federation may be carried forward between meetings of the Board of Directors. The Executive Committee is permitted to conduct business of an urgent nature by use of electronic device, so long as all members may hear each other simultaneously.

The Committee has the power to make recommendations. Their actions and recommendations must be fully reported to the Board of Directors at its next meeting for information, ratification or approval.

Absence from two consecutive meetings of this Committee, unless excused by the Committee, shall be considered cause to declare the office vacant.

When an action of the Executive Committee involves the expenditure of Federation funds, the Treasurer or Assistant Treasurer must be involved in the deliberations on such action.

All appointments by the President are subject to approval of the Executive Committee.

DISTRICT DIRECTORS (See Bylaws Article XIV)

To be nominated to the office of District Director, a member must have been an active member of a member garden club for four years, have held an elective office or committee chairmanship in that club and have served one term on the District Board.

DISTRICT DIRECTORS (See Bylaws Article XIV) (cont.)

For those Districts that have more than one (1) Director, only one (1) Director will be eligible to vote at any meeting.

The District Director is nominated by the District, approved by the FGCNYS Board of Directors no later than at its winter meeting in the even-numbered year, elected at a District meeting and installed at the Annual Meeting of the Federation in the election year. District Directors shall be eligible to re-election for one consecutive term and may serve additional non-consecutive terms.

The District Director is a member of the Executive Committee of the Federation.

The District Director has supervision over the activities of the member garden clubs of the District. The District Director is responsible for distributing all the Federation materials, notices and goals to member garden clubs and for bringing to the attention of the Federation Board of Directors the needs or requests of the member garden clubs.

The District Director receives applications for membership or for reinstatement of membership which, accompanied by dues and membership lists, is submitted to the Board of Directors for acceptance. The District Director reports to the Board of Directors any club resignations in the District, any requests for merger of member garden clubs or transfer of District by a member garden club.

The District Director provides the President, the FGCNYS Office and the Directory Chairman with a roster of the District Board before the first Board Meeting of an administration. The District Director keeps the Office and the Directory Chairman current with changes in names of District Chairmen.

The District Director is to remind the club Presidents in the District to keep the Federation Office current with the names and contact information of new Club Presidents. The District Director is notified of member garden clubs whose State dues have not been paid as of July 1st by the Treasurer. The District Director should make contact with these member garden clubs to ascertain if there is a membership problem.

The District Director requests permission from the Federation Board of Directors to conduct Flower Show Schools and other NGC and FGCNYS Schools in the District after having first cleared dates with the Federation Office and appropriate State Chairmen.

The District Director communicates with member garden clubs in the District through District publications and by means of meetings with Club Presidents, Section or County Chairmen, or other groups. The District Director visits member garden clubs in the District and attends Flower Shows or special club events as the Director's schedule permits.

The District Director invites the FGCNYS President to attend all District meetings.

The District Director cooperates with other organizations and with the media in an effort to promote good public relations for FGCNYS.

The District Director shall pass information of NGC programs, events, policies and publications on to the member garden clubs. The District Director encourages member garden clubs to participate in FGCNYS and NGC activities and to apply for State and National awards.

At the end of the District Director's term, the District Director will transfer to the next Director all material that will be of assistance.

DISTRICT DIRECTORS (See Bylaws Article XIV) (cont.)

The Assistant Director is elected by the District at the time of the election of the Director. In the absence of the District Director, the Assistant Director may attend any meeting of the Federation for the absent Director and may report and vote.

FINANCES, FINANCE COMMITTEE & TREASURER (See Bylaws Articles XIV, XIX)

The fiscal year of the Federation is from March 1 to the last day of February.

FGCNYS is a tax exempt organization under provisions of the IRS Code Section 501(c) (3). This exemption applies at the Federation level only. Districts and member garden clubs may choose to be a subordinate in this exemption.

The power of appropriation and expenditure of funds is vested solely in the Board of Directors or its authorized agent.

The Finance Committee is composed of the Treasurer, as Chairman, the First Vice-President, the Assistant Treasurer, Chairman of the Advisory Committee and three (3) members appointed by the State President as vacancies occur. (For term lengths see Bylaws Article XIX.) No member appointed by the President may be a member of the Executive Committee.

The investment and reinvestment of all Federation funds approved by the Finance Committee shall be ratified by the Board of Directors at its next meeting.

The Finance Committee shall prepare an annual budget for approval by the Board of Directors by the summer board meeting in the odd-numbered year and at the Annual Meeting in the even-numbered year.

The Assistant Treasurer presents the annual budget to the Board of Directors for acceptance.

Special Accounts for FGCNYS functions or activities are discouraged and may be set up only after approval by the Finance Committee. Any funds advanced in setting up a Special Account are to be returned to the Federation as soon as possible.

Memorial (or other) Funds may be established by the Board of Directors from contributions or bequests. Such Funds may be designated as restricted to the use of the interest only, or as Funds from which the principal and interest may be used. Withdrawals from such Funds are subject to approval of the Board of Directors and are in accordance with the purpose of the Fund or at the discretion of the Board of Directors.

The Treasurer is custodian of all monies, funds and securities of the Federation and is responsible for collection of dues, fees, and other monies belonging to the Federation. The Treasurer shall disburse the funds of the Federation at the direction of the President, and/or the Board of Directors and shall make no payments except by check, electronic payment, or credit card. Only one authorized signature will be required for checks in the amount of \$1,500 or less. Checks in excess of \$1,500 will require two authorized signatures. Authorized signatures include the following elected FGCNYS officers: President, First Vice President, Treasurer, or Assistant Treasurer. The payee cannot be the authorized signatory.

The Treasurer shall be accountable for receipts and disbursements in a timely manner and shall file receipts for seven (7) years.

The Treasurer prepares a **monthly** statement of receipts and disbursements for distribution to the Finance Committee.

FINANCES, FINANCE COMMITTEE & TREASURER (See Bylaws Articles XIV, XIX) (cont.)

The Treasurer's Statement of quarterly expenditures is read at each meeting of the Board of Directors. Year-to-date summaries of the income and expense items are included in the written quarterly Treasurer's Statement distributed to the Board. This statement should also indicate the balance within the General Fund

Savings Account to reflect the positive cash accumulation of any profits.

The Federation's book of accounts is audited annually by an accountant approved by the Board of Directors. The Treasurer delivers the Auditor's Annual Report at the Fall Conference Board of Directors Meeting.

The Treasurer advises the Editor of *The News* of updated figures for the number of clubs and total membership for inclusion in publications. The Treasurer shall send the statement of audit and approved budget to *The News*.

The Treasurer shall send out the annual dues notices to the clubs. The Treasurer shall notify the District Directors of member garden clubs whose State dues have not been paid as of July 1st.

The Treasurer, upon the death of a FGCNYS former standing President, will have a check, money taken from the General Fund, for \$100 sent to the National Permanent Home and Endowment Fund as a Memorial and in honor of the State's highest office.

The current Treasurer, in the election year, shall prepare all bank signature cards and forms to be completed by the incoming officers (President, First Vice President, Treasurer and Assistant Treasurer) before the Annual Meeting in the odd-numbered year. These forms are to be returned to the appropriate banks following the bank's procedure and policies immediately after the Annual Meeting.

Expenditures relating to Committee Chairmen must be approved by the President.

FUNDS , GRANTS, SCHOLARSHIPS and MEMORIALS (See Bylaws Article VIII)

The sources of these Funds are:

- Life Membership Educational Fund (\$70.00 from each Life Membership)
- Life Membership Awards Fund (\$30.00 from each Life Membership) Details under Awards Fund
- Patron Fund from contributions of \$500
- Memorial Funds from contributions or bequests in honor of the deceased
- Book of Recognition Fund, from \$10.00 contributions to the Book of Recognition by members or friends
- Benefactor's Fund for College Student Scholarships to be sustained by member donations in the following increments: Bronze - \$25.00, Silver - \$50.00, Gold - \$100.00, and Diamond – over \$100.00

The Life Member Educational Fund consists of \$70.00 from each Life Membership. It is to be used upon authorization from the Board of Directors for FGCNYS sponsored school scholarships and projects and programs in the field of education, horticulture or conservation. Scholarships, projects and programs limited to the amount of \$2500. per year. Grant proposals must be made to the President in writing and presented to the Board of Directors for approval. Scholarships to attend FGCNYS schools come from District Directors with approval of the Board of Directors. Schools must be taken in NYS and be successfully completed.

FUNDS , GRANTS, SCHOLARSHIPS and MEMORIALS (See Bylaws Article VIII) (cont.)

A per capita allowance fee of \$1.00 per Life Member or Patron is taken annually from the Life Member Education and Patron Funds to reimburse the Federation for administrative expenses. Life Member luncheons or meetings may ask for \$100 each year.

Patron Fund is to be used as the patron or testator may designate with Board of Directors' approval. Where the use of such fund is not specifically designated by the patron or testator, the Patron Fund will be under the discretion of the Finance Committee with the approval of the Board of Directors.

Memorial Funds

Upon Board approval, Memorial Funds donated in the memory of a specific member shall be used to advance projects or programs in areas of garden club work in which the deceased member had been dedicated.

Memorials, approved by the Executive Committee, for deceased members of the current Board of Directors (other than the President), may be established from individual contributions or legacies

The Treasurer, upon the death of a FGCNYS former or standing President, will have a check, money taken from the General Fund, for \$100 sent to the National Permanent Home and Endowment Fund as a Memorial and in honor of the State's highest office.

In the event of the death of a member of the current Board of Directors, the name is to be inscribed in the Book of Recognition.

The Editor of "The News" will allow space for obituaries or death notices for members of the current Board of Directors, a former Federation President or former Federation Officer.

Book of Recognition Fund

A contribution of \$10.00 provides for the insertion of a name in memoriam or in appreciation in the Book of Recognition.

A person's name may be entered more than once in the Book of Recognition.

The names entered in the Book of Recognition are sent to the State Chairman who gives a report at the Board Meeting, sends the names to the webmaster for posting, and forwards the checks and list of names to the Federation Office for deposit and inscription respectively.

The Chairman sends an acknowledgement to the donor and to the person honored.

Funds from the Book of Recognition are used, on vote of the Board of Directors, to promote relations and communication between the Federation and its members, such as underwriting the cost of printing handbooks, brochures, etc.

Scholarship Benefactor's Fund – This chairman shall be responsible for promoting the growth of the FGCNYS college student scholarships.

This fund is to be sustained by member donations in the following increments:

Bronze- \$25.00, Silver - \$50.00, Gold- \$100.00, and Diamond – over \$100.00

FUNDS , GRANTS, SCHOLARSHIPS and MEMORIALS (See Bylaws Article VIII) (cont.)

Individual donors and contributing clubs are to receive a certificate. Donor names are also to be inscribed in a College Scholarship Benefactor’s Book kept at FGCNYS Headquarters, published on the web site and annually in the ‘News’.

SCHOLARSHIP and GRANT INFORMATION

NGC /FGCNYS COLLEGE SCHOLARSHIPS

All applications for NGC or FGCNYS college scholarships are received and processed by the Scholarship Chairman. Requirements and applications for college scholarships are found on the NGC web site (gardenclub.org), FGCNYS web site (fgcnys.com) or from the State Chairman. Each state is permitted one NGC scholarship per 10,000 members. All scholarship applicants must reside in NYS. Deadline for applicants for NGC and FGCNYS scholarships is Feb 1st. Final decisions are made in consultation with the President. FGCNYS college scholarship money is taken from the College Scholarship Benefactors Fund and subject to Board approval.

FGCNYS SCHOOL SCHOLARSHIPS

FGCNYS School Scholarship details are available from the State Chairman or District Directors. FGCNYS School Scholarships may be awarded through each District and are non-competitive. One paid full course scholarship per calendar year will, upon application from the District Director, be granted to a member of each District to attend one Course in any School conducted in New York State (Flower Show School, Symposium, Landscape Design Study School, Gardening Study School, Environmental Studies School or NYS Horticulture School). Each FGCNYS School Scholarship includes the fee for the Course and may include the examination fee, but does not include transportation or other expenses. This scholarship may NOT be used for a Symposium taken for credit or in any School as a Refresher. Students must successfully complete the course. It is granted preferably to a new student of a School, who, hopefully, will complete the series. Funds for all FGCNYS school scholarships at the present time come from Life Member Educational Fund, amounts depending on money available.

Grants may be made by FGCNYS to Botanical Gardens or other worthy institutions. These grants are subject to the approval of the FGCNYS Board of Directors and be taken from the Life Member Educational Fund.

LIFE MEMBER AWARD FUND

For each life membership, \$30 will go to the award fund. Interest from this fund will be used to contribute to the expense of Federation Awards.

.LIFE MEMBERS - STATE

This Chairman is to promote FGCNYS Life Membership among the members.

Any person in sympathy with the objects and purposes of FGCNYS wishing to advance the programs of education, conservation and other Federation related activities, may be invited to become a Donor in one or more of the following ways:

Life Member	Contribution of \$100.00
Patron	Contribution of \$500.00 or more

The privileges of Life Membership or Patron Membership include: attending Federation meetings and Life Membership meetings; receiving a Life Membership pin; receiving The News; attending, in any one calendar year, any one school sponsored by the Federation upon payment of one-half of the registration fee plus full price for meals, provided they are not taking the Course for credit. The Life Membership Chairman receives all applications for Life or Patron membership; presents the names to the Board of Directors, keeps records; and forwards checks to the Federation Office. The Life Membership Chairman writes a letter of welcome to

FUNDS , GRANTS, SCHOLARSHIPS and MEMORIALS (See Bylaws Article VIII) (cont.)

each of the new members, enclosing a Life Member Card and pin. New Life Member names are sent to the editor of the 'News' and the webmaster for publication.

Where Life Members' Meetings or Luncheons are held, there is an allowance of \$100.00 for each yearly meeting to be paid from the Life Membership Educational Fund. Such meetings are to be approved by the Board of Directors.

Member garden clubs pay annual dues to FGCNYS for all Life Members or Patrons on their membership roster. Any changes of address should be sent to the state office. The Chairman maintains up to date records and reports deceased members to the state Directory Chairman.

LIFE MEMBERS – NGC

This Chairman is to promote Life Membership in NGC among the members of FGCNYS.

The NGC Life Membership contribution of \$200.00 is received by the State Chairman, recorded, and forwarded to the National Chairman. NGC Life membership supports the Scholarship Fund and Permanent Home Endowment Fund.

The names of new National Life Members are sent to the Editor of The News for publication and are included in the Chairman's report to the State Board of Directors. The Chairman maintains up to date records and reports deceased members to the state Directory Chairman.

GARDEN CLUB MEMBERSHIP AND DUES

Membership in FGCNYS is open to New York State garden groups in sympathy with the aims and purposes of the Federation.

To be eligible for membership, a member garden club must have eight members and have been in existence at least six months prior to applying for membership.

Application for membership by a club is made to the District Director, giving the names, addresses and email addresses of all members indicating which is the Club President.

New member garden clubs are urged to avoid use of a name identical or similar to that of an existing member garden club.

The District Director submits the application for membership (accompanied by the dues payment and club membership list) to the Board of Directors for approval.

Member garden club dues, payable April 1st, are \$8.00 for each dues paying member of a club, including FGCNYS Life Members and/or Patrons who are club members.

Payment of FGCNYS dues by a member garden club includes the per capita dues paid for its members by the Federation to NGC.

Member garden clubs elected to membership between December 1st and March 31st will not be billed for dues on April 1st.

Dues statements based on the previous year's membership of a member garden club are mailed from the Federation Office to the Club President prior to April 1st.

This membership list is to be corrected by the appropriate club representative for accuracy and dues calculated according to the member garden club's current membership.

GARDEN CLUB MEMBERSHIP AND DUES (cont.)

Any member garden club or garden department failing to pay dues within 60 days of the prescribed date may be suspended by order of the Board of Directors. If dues continue to be unpaid by October 1st of that same year, the member garden club/department will be automatically dropped from membership and shall be notified in writing by the Federation Treasurer, return receipt. Clubs resigning may be in jeopardy of losing their 501(c) 3 status.

A member garden club in good standing may resign by notifying the District Director in writing. This resignation should be reported to the Board of Directors and recorded in the minutes. Clubs resigning may be in jeopardy of losing their 501(c) 3 status. Clubs no longer affiliated with FGCNYS will no longer have their 501(C) 3 status under FGCNYS as a subordinate and must follow IRS laws regarding disbursement of any assets.

Reinstatement of a member garden club that resigned in good standing is granted by the payment of a fee of \$10.00.

The fee for a member garden club requesting reinstatement having left the Federation not in good standing shall be determined by the Executive Committee.

Member garden clubs may merge or change their name upon approval by the Board of Directors.

They may change their District with the approval of the District Directors involved and approval of the Board of Directors.

HEADQUARTERS OFFICE

The Board of Directors votes on the location of the Office, the rent and terms of the lease. The President signs the lease.

Recommendations relative to engaging the Secretary, the Secretary's salary and Christmas gifts, holidays, days and hours the Office is to be open and any other decisions pertaining to the efficient operation of the Office are subject to approval by the Board of Directors.

The purchase of office equipment is subject to approval by the Board of Directors.

Request for typing or copying to be done by the Office Secretary must be approved by the President.

The Districts may use the office equipment after consultation with the Office Secretary. Districts will be charged for its use according to current policies approved by the President.

Preparation of event material will be the responsibility of the event Chairman or Committee with labels, folding, addressing and mailing being provided by the Federation Office.

MEETINGS: THE CALL

The CALL to Annual Meeting and Fall Conference- This is a written notice of the upcoming meeting from the President. It is sent to all Board Members and Club Presidents and describes the location, dates, and times of the meeting. Specific call guidelines appear in sections regarding Annual Meeting and Fall Conference.

MEETINGS-ANNUAL

An Annual Meeting must be held. The time and place are subject to approval by the Board of Directors. The program is planned with the approval of the President. The meeting costs are set by the Chairman, the President and the Finance Committee to at least cover the expenses of the Meeting.

The Chairman makes all arrangements for the function and appoints all supporting committees. The Chairman is responsible for the smooth running of the Annual Meeting before, during and after.

The CALL is issued by the President no less than six weeks prior to the Meeting and is sent by first class mail. In the odd-numbered year (election year) the slate of officers along with voting instructions as provided by the Nominating Committee Chairman is to be included in the CALL. Voting instructions will also be included if there is other voting. As a voting member of an organization, this notice of a meeting should contain information about the time and location of the meeting as well as specify all items of business that requires previous notice under our rules. Common examples of such special items of business include proposals to amend bylaws, rules of order, policies, procedures or previously adopted motions.

The Annual Meeting includes a business session with luncheon and program following. Executive Committee and Board of Directors meeting rooms in conjunction with the annual meeting are included in the annual meeting budget.

The Judges' Council Meeting held at the same time is not a part of the Annual Meeting, is self-supporting, and may be open to Judges only.

Meeting attendees may be invited to any lectures or special programs.

The tentative program and registration form are published in *The News* prior to the meeting, on the web site and by email announcements.

President/Chairman Expenses for Annual Meeting- Meeting budget includes registration, meals, and one or two nights lodging.

Newly Elected President- Meeting budget includes one night, dinner on election night, and breakfast on morning of first Board Meeting.

Where complimentary rooms are available, the President and the Chairman of the event should receive them. The Chairman shall receive a complimentary registration. If the President or Chairman have a roommate, excluding spouse, the roommate will pay FGCNYS one half of the normal room rate.

Hospitality for the NGC President or representative (if attending) will be transportation to and from the airport or train station (the NGC President pays own fare to the city of the meeting), lodging, meals, gift, etc.

Table decorations will be paid by the annual meeting budget and provided by the Committee.

Written annual reports are given by Officers and District Directors at the Annual Meeting with two typewritten copies to be given to the Recording Secretary. Committee Chairmen report at the Board Meeting prior to the Annual Meeting and at Annual Meeting only if requested by the President.

MEETINGS – ANNUAL (cont.)

Instructions relative to the quorum, those eligible to vote, the basis for representation for voting and the method of voting, whether by ballot or voice, are outlined in the Bylaws and sent with the CALL.

A procedure for running the Annual Meeting is on file in the Federation Office and included in Policies and Procedures. Information on writing the Trifold is in Policies and Procedures.

MEETINGS - FALL CONFERENCE

The Fall Conference is an Educational Conference. It is held each year; the time and place are subject to approval by the Board of Directors. The meeting costs are set by the Chairman, the President and the Finance Committee to at least cover the expenses of the Meeting. All business is to be conducted at the Board Meeting.

The CALL should be mailed from the Federation Office bulk rate at a time to be determined by the State President. It should contain information about the time and location of the meeting as well as specify all items of business for the Board Meeting.

Committee Chairman report at the Fall Conference. Officers report at the Board Meeting prior, unless requested to report by the President.

The Chairman is guided by the ideas and goals of the President who signs the hotel contract, sets the theme and outlines the program.

The Chairman appoints the necessary committees and is responsible for the smooth running of the Conference before, during and after the event

Table decorations will be paid by the Fall Conference meeting budget and provided by the Committee.

It is customary for the Districts to provide Fundraising items for the Conference.

Announcement of the meeting will be published in *The News* prior to the meeting, on the web site and by email announcements.

The Judges' Council Meeting held at the same time is not a part of the Fall Conference, is self-supporting, and may be open to Judges only. Environmental Studies, Gardening Study or Landscape Design Consultants may also meet.

Meeting attendees may be invited to any lectures or special programs.

President and Chairman Expenses for Fall Conference - Meeting budget includes registration and one or two nights lodging. Where complimentary rooms are available, the President and the Chairman of the event should receive them. The Chairman shall receive a complimentary registration. If the President or Chairman have a roommate, excluding spouse, the roommate will pay FGCNYS one half of the normal room rate.

Hospitality for the NGC President or representative (if attending) will be transportation to and from the airport or train station (the NGC President pays own fare to the city of the Meeting), lodging, meals, gift, etc.

Guidelines for the Chairman and for every phase of general planning of the Conference and the writing of the Trifold shall be on file at the Federation Office and in Policies and Procedures.

MEETINGS - CENTRAL ATLANTIC REGIONAL CONFERENCE

In the prearranged rotation among the States in the Central Atlantic Region, it becomes New York's turn to invite the Region to hold its Annual Regional Conference in this state. The location and dates are set and the program and budget are planned by the CAR Director in consultation with the FGCNYS President, First Vice President, Finance Committee and the FGCNYS Regional Conference Chairman appointed by the President. Hostess State responsibilities are detailed in the CAR Standing Rules available in the files of the State President. Financial assistance (seed money) is available from NGC and CAR. The committee should start planning this meeting a minimum of three (3) years prior to the Conference.

NOMINATING COMMITTEE

The State Nominating Committee is composed of the Chairman appointed by the President and approved by the Executive Committee, and one member from the Board of Directors, approved by the Board of Directors, by the June Board Meeting in the even number year. In addition, one member shall be appointed by and from each of the Districts, All members of the Nominating Committee shall have the right to vote.

The Nominating Committee Chairman should instruct the District Directors or District Representative on the Nominating Committee and answer questions on proper procedures. This series of instructions should occur several months prior to the actual meeting of the Nominating Committee at Fall Conference during the even-numbered years.

The District representative on the State Nominating Committee should be well qualified and be familiar with the membership of the District and other areas of the Federation. The District Representative if other than the District Director should be given all information distributed from the Nominating Committee Chairman. The Committee is charged with selecting a suitable candidate for each Office in the Federation.

The Chairman is responsible to see that forms for recommendations of nominees are sent to Club Presidents and FGCNYS Board Members.

The Chairman is responsible for informing the Districts that they may make nominations for each and every office directly to the State Chairman.

The Committee meets as many times as necessary. Its decision is to be reported to the winter meeting of the FGCNYS Board of Directors in the even-numbered year.

The Chairman of the State Nominating Committee must first contact a candidate for President or First Vice President, explain the duties and responsibilities of the Office and secure an affirmative response of willingness to serve in writing before placing that member's name in nomination.

Candidates for nominations for Office other than that of President or First Vice President are not contacted during deliberations of the Nominating Committee. They should be well qualified for the Office in which they are nominated and should be willing to serve if elected.

All candidates should be notified of the results in private.

The slate of Officers as recommended by the Nominating Committee and approved by the Board of Directors is sent to all member garden clubs along with the CALL to the meeting at which the election is to be held. Copies of the slate are provided to all delegates as ballots at the time of the Annual Meeting or as absentee ballots to be counted at the Annual Meeting.

ENDANGERED PLANT SPECIES (PROTECTED NATIVE PLANTS)

The Federation policy on exhibiting Protected Native Plants, revised 2001.

Plants named on the FGCNYS list “Protected Native Plants” cannot be exhibited in competitive classes, except in Special Exhibits Division as an Educational Exhibit. Such plants must have been acquired in a lawful manner and may be cut specimens and/or pot plants. Commercially developed hybrids or cultivars (NOT NATURAL VARIETIES) of plants on the FGCNYS list are permitted in competitive classes, but ONLY when the DISTINGUISHING FEATURE is evident. The hybrid/cultivar must be named on the entry card.

The Committee continues to be the clearing house for information and discussion about policies relative to endangered and protected species and the means of disseminating educational material about them. The Committee is also responsible for reporting revisions or additions to the FGCNYS List. This list is available on the web site (fgcnys.com) under FORMS.

.COMMUNICATIONS (See Policies and Procedures, Communication)

Official publications of the Federated Garden Clubs of New York State, Inc. include: the ‘News’ which is published twice a year, and the web site (fgcnys.com). Electronic notices of email announcements and written correspondence by the Corresponding Secretary facilitate communication between board members. The President approves the contents prior to distribution.

(President’s Expenses Spreadsheet following on page18)