

FEDERATED GARDEN CLUBS OF NEW YORK STATE, INC.

POLICIES & PROCEDURES

The name of this organization shall be the Federated Garden Clubs of New York State, Incorporated, also known as FGCNYS and at times referred to as “the Federation”.

FGCNYS is a member of National Garden Clubs, Inc. (NGC), and the Central Atlantic Region of State Garden Clubs, Inc. (CAR-SGC).

These Policies and Procedures shall not be in conflict with the FGCNYS Bylaws or Standing Rules.

GENERAL POLICY

The Federation, upon payment of its annual per capital dues to National Garden Clubs, is a member of National Garden Clubs, Inc. and, as such, upholds the Bylaws and Policies of NGC. The Federation is a member of Central Atlantic Region of State Garden Clubs, Inc., hereafter referred to as CAR-SGC.

The Federation Board of Directors is vested with full power and authority to direct, control and administer the business, property, and affairs of the Federated Garden Clubs of New York State, Inc.

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

These Policies may in no way conflict with the Bylaws of the Federated Garden Clubs of New York State, Inc. and may be amended at any regular or special meeting of the Board of Directors of the Federation by a 2/3 vote or a majority vote with previous notice.

The Federation is a tax-exempt organization under IRS Code Section 501 (c) (3). Its tax exemption number may be used at the Federation level only. Districts and member garden clubs may choose to be a subordinate in this exemption.

The Federation membership list may not be made available to anyone for outside use without explicit permission of the Board of Directors. Lists may only be used for garden club business.

The Federation licenses or permits may not be used by Districts or member garden clubs without the explicit permission of the Board of Directors.

No endorsement shall be given for products or services incompatible with the aims and purposes of the Federation.

The Seal, or emblem of the Federation, is to be used only for State sponsored functions or projects. Stationery bearing the Seal of the Federation is to be used only by members involved in State sponsored activities and for official business only.

GENERAL POLICY (cont.)

Recording devices may not be used at any Federation or District sponsored School nor any Federation event. Permission for use of photographic equipment is subject to the approval of the Chairman responsible for the event. Announcement of this Policy should be made at each session of each School held in the State and at any FGCNYS event.

Students taking any course for credit must pay the full fee, except those attending on a scholarship.

Federation Life Members and Patrons may, in one calendar year, attend one course in any School held in the State upon payment of one-half of the attendance fee plus full price for meals, provided they are not taking the course for credit.

Liability insurance should be included in planning of schools, fund-raisers, events, flower shows, youth events, and all Federation projects. FGCNYS does not provide coverage at the District and Club level.

The State insurance policies cover contents and liability (the Federation Office), the President's Pin, Workers Compensation for the Federation employee, NYS Disability for the Federation employee and will issue Certificates of Liability Insurance for State sponsored functions, (i.e., a school the Federation sponsored will be covered).

Directors and Officers liability is not provided in the state policy. This is an optional insurance that the state does not purchase.

To request a Certificate of Insurance - provide the following information to the Federation office. 1.) Name of State Sponsored Function. 2.) Contact, with address and phone number. 3.) Event date or dates. 4.) Location. 5.) Name of facility needing the Certificate. 6.) FAX number to FAX certificate. 7.) Mailing address to mail original.

The restricted activities of the Federation (Bylaws Article XXIII) are as follows:

1) No part of the net earnings of the Federation shall inure to the benefit of, or to be distributed to any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, trustee, director, officer of the organization or any private individual shall be entitled to share in the distribution of any of the assets upon dissolution of the organization.

2) No substantial part of the activities of the Federation shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the Federation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

GENERAL POLICY (cont.)

3) Notwithstanding any other provision of these articles, the Federation shall not carry out any other activities not permitted to be carried out (a) by a corporation exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under Section 170 (c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

4) In the event of dissolution of the FGCNYS the assets of the Federation shall be distributed for one or more exempt purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose.

The term "member garden club" in this Summary is intended to also include "garden department".

All standing and special committee chairmen are appointed for the term of the current President, unless otherwise prescribed by FGCNYS Bylaws. They may continue only by reappointment of the newly elected President. If unable to complete the duties a chairman must inform the President as soon as possible. The President is responsible to appoint a successor, subject to Executive Committee approval.

This Summary of Policies and Procedures in no way replaces the Bylaws. It is merely intended to assist Board members by assembling in one place the important policies and procedures relating to each area of responsibility. Anyone using this Summary should be thoroughly familiar with the Bylaws.

GENERAL DIRECTIVES FOR ALL CHAIRMEN

All chairmen are appointed by the President. If unable to complete the duties, a chairman must inform the President as soon as possible. The President is responsible to appoint a successor; the outgoing chairman may suggest the replacement.

Every Chairman is expected to attend all FGCNYS meetings. If unable to attend a meeting, chairmen must notify and advise the President of any matters of importance to be presented to the board.

After submitting receipts to the Treasurer, a Committee Chairman may be reimbursed for appropriate expenses. For expenses not in the budget, reimbursement will require Board approval.

When asked, exhibits should be set up as an eye-catching proof of accomplishment and workshops should be planned to give individual members take-home, how-to information at any FGCNYS events.

GENERAL DIRECTIVES FOR ALL CHAIRMEN (cont.)

Every Chairman should keep a file to include information on the chairmanship as well as the Federation Bylaws, Standing Rules, Awards Manual, etc. Detailed procedures on each committee are kept at the FGCNYS Office and are available to each chairman. As soon as possible every chairman should answer all mail. All questions should be answered promptly. All correspondence must be DATED and should include the full name of the writer and the recipient.

Board members will be called upon for reports at meetings. These reports should be limited to 2 minutes and typed on 8½" x 11" paper, or distributed electronically, one copy for the President, one copy for the Recording Secretary, and others as directed. These reports should include what clubs/districts are doing in the chairman's particular area. Save information on specifics, i.e.: what bug, bird, environment is in danger and how to combat this problem, to be distributed to district chairman and/or directly to clubs. Information on how and what has been distributed to clubs/districts may be reported; i.e., direct mailings, article in The News, emails, etc. Chairman should keep abreast of current NGC and CAR-SGC projects and publications and report to the FGCNYS board and the respective district chairman.

A chairman/chairmanship that has not been active may respond "No Report" when called upon. Remember that reports are simply signed.

As soon as a successor is appointed every Chairman should turn over to the incoming Chairman: a.) Current handbooks, manuals, and other material on loan to the chairmanship.

b.) Procedure notebooks giving simple, detailed step by step coverage of month-by-month activities,

c.) Any type of suggestion, correspondence and/or information which might simplify the changeover for the incoming Chairman.

A chairman of an event must provide a written report to the Finance Committee within 60 days of the event.

COMMITTEES

ARBORETA & BOTANICAL GARDENS

This Chairman shall keep records of Arboreta, Botanic and Memorial Gardens in New York State and inform the membership about them.

This Chairman shall cooperate with and respond to the NGC Chairman and CAR-SGC Representative.

ARBORICULTURE & ARBOR DAY

This Chairman cooperates with NGC and CAR-SGC Arboriculture Chairmen in communicating with member garden clubs concerning planting, contests and information about trees and shrubs.

This Chairman shall endeavor to stimulate interest in and educate members about the culture, uses and advantages of trees through lectures, workshops, and articles.

This Chairman shall promote Arbor Day in New York State and encourage participation in Arbor Day projects by member garden clubs.

AWARDS

The Awards Coordinator and committee follow FGCNYS, CAR-SGC and NGC requirements in all matters pertaining to awards.

The State Awards Committee consists of the State Awards Coordinator as Chairman, the Flower Show Awards Chairman, the Flower Show Schedule Awards Chairman, Miscellaneous Awards Chairman and any other State Chairmen whose activities may involve awards contests, i.e. Civic Development, Club Recognition, Environmental Education, Garden Therapy, Historic Preservation, Membership, Publicity Press Books, Scholarships, Wildflowers, World Gardening, Yearbooks, Youth and other Special Awards Contests offered by FGCNYS, CAR-SGC and NGC.

Rules and descriptions of National Garden Club awards are published in the fall issue of The National Gardener magazine in the odd-numbered years. Revisions are published in the even-numbered years. This issue MUST be kept by everyone for referral. These rules are available on the FGCNYS, CAR-SGC and NGC websites.

The Awards Coordinator is responsible for awards presentations at State Annual Conventions and any FGCNYS events. The Coordinator sees that awards certificates are available to committee members and are properly prepared and signed. All certificates must include name and number of awards, club name, including district, and award year. The Coordinator supervises committee members' notifying awards recipients of time and place for presentations. All such information MUST be kept confidential. Directors are notified of awards to be presented in their Districts by the Coordinator.

Awards Committee Members are responsible for selecting evaluating panels of qualified judges. Each judging panel should include a minimum of one Accredited Judge or Consultant, to evaluate applications and books of evidence sent to them by the proper deadline by District Awards Chairmen. They must then forward first place award applications and books to NGC and CAR-SGC contests to the Awards Coordinator by the proper deadline. A complete list of applicants and the awards they received MUST be sent to the Awards Coordinator by all committee chairmen.

Other books are returned to District Directors by Committee Chairmen as soon as possible.

All awards inquiries, applications, books of evidence, etc. MUST go from the clubs through the District Awards Chairman, who will have them judged and send worthy entrants on to the proper State Awards Chairman. Clubs DO NOT apply directly to NGC or CAR-SGC Awards Chairmen. Most State awards are presented at the Annual Convention, along with some CAR-SGC awards.

The Awards Coordinator may be asked to present a workshop at a State Convention or at any FGCNYS event, along with displays and exhibits, as requested by the Convention Chairman and/or the State President. The Coordinator must also send complete reports of awards presented to The News Editor and the webmaster after each State Convention. Expenses incurred for the awards program are funded in part by the interest from the Life Member Award Fund.

Additional expenses will come from the general budget.

BIRDS, BATS, AND POLLINATORS

This Chairman plays an important role in the Federation's conservation program by promoting interest in nature, wildlife, and its protection.

This Chairman cooperates with ornithological and wildlife organizations to obtain material and current information for distribution to member garden clubs and/or for publication in The News. This Chairman promotes FGCNYS, CAR-SGC projects and contests.

BLUE STAR / GOLD STAR MEMORIAL MARKERS

This Chairman shall promote the NGC Blue Star/Gold Star Memorial Marker programs in New York State and shall inform the membership about its use in honoring this nation's armed forces. This Chairman will advise interested sponsors of the availability of the Blue Star/Gold Star Memorial Markers, how to obtain them and assist sponsors in the preparation of their dedication programs. This Chairman shall maintain a list of Markers in New York State.

BOOK REVIEW

The Book Review Chairman reviews books received by FGCNYS from publishers and other books of interest to garden club members. Another member may be delegated to review a particular book. Reviews are published in The News as space permits. NGC Required Reading Lists for various schools should receive consideration.

CIVIC DEVELOPMENT

The Chairman is responsible for promoting activities for the betterment of life in the communities throughout New York State and, according to the Bylaws, encouraging civic plantings.

The Chairman shall endeavor to stimulate NGC and CAR-SGC Civic Development Award applications by FGCNYS member garden clubs.

CLUB RECOGNITION

This Chairman encourages member garden club participation in flower shows, civic improvement, garden therapy, FGCNYS, NGC and CAR-SGC awards, projects, and events, etc. by recognizing their accomplishments in these areas. All clubs should receive the application in a state mailing annually and return to this chairman.

COMMUNICATIONS -

Official publications of FGCNYS include The News which, when possible, is published twice a year and on the web site. Other communication is provided by the corresponding secretary or electronic communication designee.

ELECTRONIC NOTIFICATIONS

Under the direction of the President and the Corresponding Secretary, this chairman sends out email announcements and notifications to Board Members, Judges, Life Members, and/or Club Presidents.

THE NEWS

The publication is free to all dues paying members and Donors (Life Members, Patrons, etc.). No paid subscriptions are accepted.

The Editor is responsible for the publication.

The Associate Editor is responsible for assisting the Editor and for obtaining and editing articles of interest to the membership.

Figures for circulation of The News relative to number of member garden clubs and total membership are provided by the Treasurer.

The Federation President approves the contents of each issue prior to publication.

Under current postal regulations, FGCNYS, as a third-class non-profit publisher, may accept paid advertisements. These advertisements shall be limited to garden related products or subjects and are subject to the discretion of the Executive Committee. The Federation may advertise its own events, such as Schools, Conferences, etc. with a tear-off for payment of the attendance fee.

Member garden club changes and emails are noted from membership lists when dues are paid, are recorded in the Office on the computer. Subsequent membership changes reported by member garden clubs are entered on the FGCNYS office computer prior to the mailing date of each issue of The News.

Circulation is by paper mailing which is handled by an outside printer and mailing company. The editor provides a proof of the document to the printer/mailer along with a mailing list of members which is obtained from the Federation's office. The printer then prints, folds and tabs

the document and delivers the same to the post office with the printer's or Federation's permit number affixed for delivery to members. A copy of The News is also placed on the website and can be accessed at any time.

Copies of The News will not be forwarded to the addressee. Undeliverable copies will not be returned to the Federation Office under current Bulk Mail regulations.

Some members (Life Members, those belonging to more than one club) may receive more than one copy of The News.

FGCNYS Committee Chairmen are encouraged to contribute articles to The News. The News is published twice per year.

PUBLIC RELATIONS / PUBLICITY

This Chairman is responsible for the promotion of FGCNYS purposes, programs, projects, and special events by use of all channels of publicity.

This Chairman may prepare communications for the CAR-SGC publication, may prepare publicity for District publications on State events and projects, and may prepare releases for independent media organizations.

WEBSITE: www.fgcny.com

The Chairman's responsibility is to maintain the FGCNYS Internet web site and to make corrections, additions, and updates which are submitted to the chairman by board chairmen and District Directors. Updates are to be processed regularly and following Board Meetings.

Contributors are cautioned that the web site should not contain personal addresses or telephone numbers. There is a password protected section which includes the state Directory.

The dates, times, and locations of Conventions and any FGCNYS events which are open to the public (i.e., flower shows) may be included. The details of closed meetings will not be included.

Since the primary purpose of the web site is for publicity and the enlightenment of potential garden club members, any additions which contribute to these objectives will be appreciated.

FGCNYS provides space on its web site for clubs and districts at no charge. Those wishing their own domain name would pay a small annual fee. This chairman supervises the districts and clubs that participate and collects the annual fee for the state.

DIRECTORY

The Directory Coordinator arranges for the printing of the Directory once during an administration. It includes names, addresses, email addresses, phone numbers of FGCNYS and District Board Members, member garden clubs by Districts, a listing of FGCNYS, CAR-SGC and NGC Life members as well as Judges and Consultants accredited by NGC or FGCNYS and former NYS Presidents.

The Directory Coordinator shall endeavor to keep the publication current. The directory appears on the FGCNYS website under a secure code. Information on the directory is not to be distributed for any commercial uses.

ENVIRONMENTAL EDUCATION & COMMITTEE

The Environmental Education Chairman is responsible for and oversees the entire Environmental Education program within the State.

The objectives of the Environmental Education Committee are:

- To elevate the standard of environmental literacy among the membership.
- To keep the FGCNYS membership informed about environmental issues of interest to them on the local, State, and national level.
- To promote the involvement of member garden clubs and youth in environmental issues of local concern in their area.
- To encourage environmental projects at the member garden club and state level in areas of conservation, environmental issues, and community involvement and to promote application for NGC Environmental Incentive Awards.

The State Environmental Education Chairman's Committee may include the

Environmental Education Programs/Workshop Chairman, the Environmental Education Communications' Chairman, the Environmental Education State Project Chairman, and the Environment for Youth Chairman.

All Environmental Education Committee Chairmen duties are under the guidance of the FGCNYS Environmental Education Chairman.

The Environmental Education Programs/Workshop Chairman may assist in the planning of, the engaging of speakers for, and the providing of exhibits for environmental programs and workshops at State Convention and/or Environmental Schools.

The Environmental Education State Project Chairman is to be responsible for all State Environmental Projects and for application for appropriate NGC awards.

GARDEN THERAPY

This Chairman is responsible to encourage the districts to form Garden Therapy programs and committees. The Committee operates in the field of garden-related activities provided as an aid to the recovery and rehabilitation of the physically or learning challenged in senior centers, nursing homes, schools, prisons, etc. The committee operates using the guidelines provided by NGC.

The therapeutic value of the program lies in involving and encouraging the attendees to participate. Bringing gifts, flowers, etc. is a kindness but is not true therapy.

Garden Therapy programs operate only in institutions where they are welcomed.

Members who participate in these programs assume a serious commitment to keep their scheduled appointments, as failure to do so can have a damaging effect on the attendees and the program.

HABITAT

This Chairman is responsible for opening the channels of communication between NGC, CAR-SGC and New York State regarding the partnership with Habitat for Humanity and FGCNYS clubs.

HISTORIAN

The Historian shall keep a record of the events and activities of the Federation and its members. Such records are the property of FGCNYS.

The files covering the history of FGCNYS activities and chairmanships since the beginning of the Federation in 1924 are in the Headquarters Office and may not be removed from the Office without permission of the FGCNYS President.

Copies of Federation Board Minutes since 1924 and copies of The News are kept in the Headquarters Office.

The Historian files with the NGC and CAR-SGC Historians the history of the two years of each administration as requested by NGC and by CAR-SGC respectively. The short form state history is submitted to NGC by March 15th.

The Historian prepares a permanent binder containing information about the Administration to be filed in the State Office and become the property of FGCNYS. It is to include copies of the summary and histories as above, photo of the President, Directors and Officers with a biography of each, President's acceptance and other speeches, Presidential messages in The News, letters and/or communications with the Board, Club Presidents and others, President's annual reports, material concerning annual meetings and conferences, copies of The News,

annual audit, and any other pertinent material pertaining to the Administration. The Historian shall check the Federation Office files of activities and chairmanships to assure that they are updated and that material of the current Administration is included.

HISTORIC PRESERVATION

This Chairman shall collect any information relative to historic preservation in the state.

At the beginning of each administration, the Chairman should contact the new District Directors and

District Historic Preservation Chairmen to establish a working relationship. In the absence of a District Chairman of Historic Preservation, the Director may appoint an individual to exchange information with the State Chairman.

Activity in the field of Historic Preservation should be reported by the Districts at least once a year at the request of the State Chairman for use in reports to the membership, the State Board and the CAR-SGC Representative.

HORTICULTURE

This Chairman's responsibility is to stimulate interest in all phases of horticulture as horticulture is stated in the Bylaws to be one of the basic objects and purposes of FGCNYS.

The Horticulture Chairman may accomplish this through lectures, workshops, programs at State meetings, articles in The News, etc. and shall serve in an advisory capacity to member garden clubs.

INDOOR PLANTS

The Chairman should promote interest in growing indoor plants by garden club members and distribute information pertaining to new plants and improved cultural procedures through articles in The News, or by direct distribution of information to District Directors and/or member garden clubs. Suggestions for programs or lectures and ideas to stimulate indoor plant horticulture may also be included.

LANDSCAPE DESIGN CONSULTANTS' COUNCIL

The purpose of the Consultants' Council is to promote interest in all phases of Landscape Design through workshops, meetings, programs, and any other means available.

The State Landscape Design Consultants' Council and similar Councils in the Districts are governed by the Bylaws of the Federation. They may have their own Rules of Order but do not have Bylaws.

It is suggested by the Consultants' Council that Consultants be included on judging panels when Flower Shows are offering landscapes or gardens for evaluation.

LAND TRUST/NATURE CONSERVANCY

A State Land Trust Project should be chosen by the state President and approved by the FGCNYS Board of Directors. The Chairman usually works with Nature Conservancy or another established agency.

The Chairman is responsible for educating the membership about the value of Land Trust in preserving and protecting land if future generations are to survive.

The Chairman acquaints member garden clubs with all details of the State Project.

The Chairman collects and records all contributions of individual member garden clubs. All contributions are then sent to the proper preserve or agency.

The Chairman submits an award application and Book of Evidence for the NGC Land Trust \$100.00 award. Rules are published in The National Gardener, fall issue of the odd-numbered year.

LEGISLATION

The Chairman studies bills pending in the New York State Legislature or in Congress and urges the members to be concerned about legislation on subjects of interest to member garden clubs.

The Federation Policy is that the Federation, its member garden clubs and its members will not lobby in the name of the Federation, its Districts or its member garden clubs for or against legislation or for or against political candidates.

Members, however, are urged to express their support or opposition as individuals.

This policy must be followed in order to protect the status of the Federation as a tax-exempt organization.

The Chairman should also write about pending bills in each issue of The News and have copies of these bill numbers with their descriptions for Board members to bring back to their constituents.

See Bylaws Article XXIII, Section 2, Restricted Activities.

MEETINGS - CONVENTIONS AND BOARD

General Information:

The Chairman will make room reservations for FGCNYS President, and other VIP's attending meeting and requiring an overnight stay, NGC President, CAR-SGC Director, Speaker, etc. Determine which rooms are to be placed on the Master Bill, only those persons allowed by the Standing Rules will be eligible for their room to be charged to master bill. Confirm this information with the hotel. All personal items/charged to the Master Bill, phone calls etc., are

the responsibility of the individual. Roommates of all VIP's will reimburse FGCNYS for their share of room. The President is the only member of FGCNYS with the authority to sign contracts for events sponsored by the Federation.

Things needed for every meeting-Board of Directors, Annual Convention

There shall be no fewer than two (2) meetings of the Board of Directors in any year, and in addition, shall include a winter meeting scheduled to occur prior to December 15th in the even-numbered year.

- Table with chairs for officers, placed on dais at front of room.
- Microphone with table lectern for use of officers and others on dais. (Lectern should be centered on table at business meetings and meals.)
- Standing microphone placed on floor for use of committee chairmen's reports.
- American Flag, placed at left of dais when looking at it from the audience.
- Chairs set up theatre style for committee chairmen and others attending meeting.
- Display tables at front and/or rear of room if needed, check with President.
- Ice water and glasses for dais and at rear of meeting room for attendees.

See Standing Rules, Convention-Annual

ELECTRONIC VOTING

- Elections will be held using an electronic voting system, e.g., Election Buddy. Registered attendees to the Annual Meeting and absentee voters will be given a personal access code number to vote on the electronic system. They can also request a paper ballot which will have their own personal code on it.
- All votes will be tabulated through the electronic system on the day of the election.
- The office manager will input absentee ballots sent by mail into the electronic system the day of the election.

MEMBERSHIP

The Chairman is responsible for fostering membership growth within the Federation and for attending to membership questions and needs of individual members and member garden clubs.

The Membership Chairman will handle the transfer application of a FGCNYS member to another State Garden Club.

The Membership Chairman will determine the member garden clubs that have been Federated for 25 years (State Citation) or a member of NGC for 50 years and above (NGC Certificate) for awarding to the respective Clubs. The State provides the 25 Year Citations. The 50 Year and above. Certificates are ordered from NGC Headquarters directly.

This Chairman is responsible for requesting the certificate from the NGC Membership Chairman to be presented to a person/member garden club who has organized a new member garden club. Only one certificate is available for each new member garden club sponsored.

This Chairman publicizes all NGC membership contests and promotions and arranges to have FGCNYS entries in NGC membership contests evaluated for FGCNYS awards and then forwarded to the CAR- SGC Membership Chairman.

This Chairman notifies all membership award recipients to determine who will be accepting the award. District Directors have also requested notification of their FGCNYS Award of Honor winners who will be presented awards.

NATIONAL AFFILIATES

This Chairman should endeavor to locate current names and addresses of the Presidents of local chapters of NGC Affiliates.

This Chairman should also attempt to solicit additional National Affiliates through New York sources.

The FGCNYS National Affiliates Chairman should make members aware of the spirit of cooperation encouraged by NGC between National and NGC Affiliates.

NATIONAL GARDEN CLUBS INC.

The FGCNYS, upon payment of its annual per capita dues to NGC is a member of National Garden Clubs, Inc.

Membership in FGCNYS includes membership in NGC with the privilege of attending NGC and CAR-SGC meetings, competing for NGC awards and participation in NGC programs and projects. The Bylaws and policies of FGCNYS in no way conflict with the Bylaws or policies of NGC.

NATIONAL GARDEN CLUBS INC. (cont.)

Endorsement by FGCNYS of candidates for office in NGC will be given only if the candidates represent FGCNYS, unless otherwise authorized by the Board of Directors.

When it becomes New York's turn in the prearranged rotation of States in the Central Atlantic Region, the Federation Board of Directors will submit for ratification by NGC the names of a New York member and alternate(s) to serve on the Nominating Committee of NGC.

When it becomes New York's turn in the prearranged rotation of States in the CAR-SGC, the Federation Board of Directors will submit for ratification by NGC the names of a New York member and alternate to serve as Director of the Central Atlantic Region of State Garden Clubs.

Qualifications for a candidate for election as a member of the Nominating Committee of NGC and a candidate for election as a Regional Director are outlined in the Bylaws of NGC and in the Standing Rules of CAR-SGC.

When it becomes New York's turn in the prearranged rotation of States in the CAR-SGC, the Regional Conference is held in New York State. The location and dates are set and the program and budget planned by the CAR-SGC Director in consultation with the FGCNYS President, First Vice President, Finance Committee and the FGCNYS Regional Conference Chairman appointed by the President. Finances and procedure requirements for the Conference are controlled by the CAR-SGC and are outlined in the CAR-SGC Standing Rules (in the files of the FGCNYS President).

The FGCNYS President is ratified as a member of the Board of Directors of NGC at the NGC Board Meeting following the election of the New York President.

NATIONAL GARDENER

This Chairman is in communication with the NGC Chairman.

The FGCNYS Chairman promotes subscriptions to The National Gardener, the main arm of communication with our parent organization, through reports at Meetings, articles in The News, and with special events.

Subscriptions to The National Gardener are sent by the subscriber directly to NGC Headquarters in St. Louis, MO.

NATURAL DISASTERS

Purpose: To provide monetary, material, and personal assistance toward restoration of community garden related areas which were garden club and community projects after a damaging natural disaster flood, tornado, hurricane, earthquake, ice storm, etc. locally anywhere in the country and even in the world.

NATURAL DISASTERS (cont.)

Procedure:

1. NGC may provide a once a year grant of up to \$2,000 to a state upon application and verification. Consult District Director or State or District Chairman for information.
2. Response in a District after a disaster entails soliciting funds from members and clubs within the District and others throughout the State. Appeals are made by the Director or a Chairman. Assistance is essentially financial but may also be hands-on help and/or community cooperation to restore community - not private - plantings that are club related.

PARLIAMENTARIAN

The Parliamentarian is an appointed officer and 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 Districts and member garden clubs and in general shall promote knowledge of parliamentary procedure among the membership.

PHOTOGRAPHY

This Chairman is responsible for keeping a pictorial record of the administration. Currently this is being done digitally so that pictures can be e-mailed to The News, the state website and to various districts for District publications.

PRESS BOOK

This Chairman is responsible for the promotion of FGCNYS purposes and programs through member garden club and District publicity.

This Chairman may do this through workshops at any FGCNYS event, by assisting member garden clubs and Districts in their efforts to provide local news media and radio/TV with publicity material, by advising member garden clubs and Districts on their relations with local Garden Editors and other organizations, and by suggesting alternative media opportunities available to them.

This Chairman encourages entries in any Press Book contests, supervises the evaluation of these entries, and makes recommendations for awarding Meritorious Service Certificates to Radio and TV stations.

PROTOCOL

This Chairman shall serve as advisor to the President on matters of protocol.

This Chairman shall notify members of dais (and special table) assignments requested by the President for the Annual Convention, and any FGCNYS events.

This Chairman shall respond to questions of protocol from member garden clubs and shall cooperate with other State Chairmen in the promotion of courteous and proper decorum at all FGCNYS functions.

PUBLICATIONS

Brochures, pamphlets, etc. may be issued or published by FGCNYS upon recommendation from a Chairman with details of publication, method of financing, how distributed, etc. subject to the approval of the Board of Directors. When such material is provided for Club Presidents, it becomes part of the permanent file of the Club President to be passed to the President's successor.

SCHOOLS - ENVIRONMENTAL SCHOOLS

The Environmental Schools Chairman is responsible for the supervision and efficient operation of the Environmental Schools conducted in the State and all records thereof.

The purpose of the Environmental Schools is to elevate the standard of environmental literacy among the membership.

Environmental Schools are planned under the guidance of the NGC Chairman. NGC manuals, forms, and instructions available to state and district chairmen from NGC office/website.

Dates for Courses in these Schools must be approved by the State Chairman and cleared with the Federation Office Calendar. Dates and locations of each Course are subject to approval of the Board of Directors.

Environmental Schools may be sponsored by the Federation or the District/s. If the School is to be sponsored by a District, the fee for the Course is set by the local committee in the District in which the School is to be held and the District accepts financial responsibility for the School.

For each student taking a Course in a New York Environmental School, an examination fee is charged by NGC.

FGCNYS Life Members or Patrons may, in any calendar year, attend one course in any one of the various Schools held in the State upon payment of one-half the registration fee plus the full cost of meals provided they are not taking the course for credit.

Students taking a course in an Environmental School for credit must pay the full fee, which includes the examination fee.

See General Policy regarding liability insurance and use of recording devices and photographic equipment.

Names of newly accredited Environmental Studies Consultants are submitted by the State Chairman to the Editor of The News for publication. Updated rosters shall be submitted to the office and the Directory Chairman annually. Environmental Pins are available through NGC.

FLOWER SHOW SCHOOLS & COMMITTEE

The Flower Show Schools Chairman is responsible for and oversees the entire Flower Show Schools program within the State. The duties and procedures for the Flower Show Schools Chairman are outlined in the NGC Handbook for Flower Shows. State Chairman should keep additional information files.

The State Flower Show Schools Chairman's Committee includes the Symposium Chairman, the Judges'

Council Chairman, and the Judges' Credentials Chairman. All Flower Show Schools Committee Chairmen are appointed by the President, but their duties are under the guidance of the State Flower Show Schools Chairman.

The Symposium Chairman works closely with the FSS Chairman in the planning and execution of a particular scheduled Symposium.

The Judges' Credentials Chairman keeps records of all NGC Student, Accredited, Accredited-Life, and Accredited-Master Flower Show Judges maintaining an up-to-date credential file. Copies of these files should also be placed in the FGCNYS office records/computer. Duties and procedures are outlined in the Flower Show Chairman's files. This Chairman shall serve as Symposium Registrar.

The Judges' Council Chairman is responsible for planning the Judges' Council Meetings of the Annual Convention, and other duties as assigned by the State Flower Show

Schools Chairman. Duties and procedures are outlined in the Flower Show Schools Chairman's files and NGC Handbook for Flower Shows.

State Judges' Council Meetings at Annual Convention may be open to judges only. Meeting attendees may be invited to any lectures or special programs.

State Judges' Council dues shall be sent annually to the State office by District Judges Council Chairmen and shall be used to provide speakers for State Judges' Council Meetings. Dues assessment determined by the FGCNYS board. Notification of annual dues should be sent by this chairman to all District Judges Council Chairmen.

The District Judges' Council Chairmen are appointed by the District Directors and are members of the State Committee. This Chairman must be an Accredited Judge in good standing and may be recommended by the District Council.

SCHOOLS - (cont.) FLOWER SHOW SCHOOLS & COMMITTEE (cont.)

District Judges' Councils are governed by the Bylaws of FGCNYS. They may have their own Rules of Order, but do not have Bylaws.

Flower Show Schools and Symposiums

Dates for all Flower Show School Courses must be approved by the State Flower Show Schools Chairman, cleared with the Federation Office Calendar, and approved by the Board of Directors.

Location and fees are determined by the District where the School is to be held, with the District being financially responsible for the Schools it sponsors.

Dates and location of the New York State Symposium must be approved by the State Flower Show Schools Chairman, cleared with the Federation Office Calendar, and approved by the Board of Directors. The Symposium is sponsored by FGCNYS with the fee being governed by the expenses involved and established by consultation between the State Flower Show Schools Chairman, the Symposium Chairman, the Finance Committee, and the Federation President.

Students taking a Flower Show School Course for credit or a Symposium for credit must pay the full fee. For each student taking a Course in a Flower Show School for credit, examination fees are paid by the District as required by the Federation and NGC. For each student taking the Handbook Examination for credit, a fee is charged by the Federation in addition to the fee charged by NGC.

Federation Life Members or Patrons may, in any calendar year, attend one course in any of the various Schools held in the State upon payment of one-half the registration fee plus the full cost of meals, provided the course is not being taken for credit. This may be one course in a Flower Show School, a Symposium, a Landscape Design School, an Environmental School, or Gardening School.

FGCNYS Board members may attend the Symposium for a reduced fee, provided they are not taking the Symposium for credit.

See General Policy regarding liability insurance and use of recording devices and photographic equipment.

The Federation President opens the Symposium and gives a welcome. The President is not expected to open the Schools in the Districts, this being the privilege of the District Directors. Hospitality for the one night of the President's stay is the responsibility of the Symposium. Responsibility for the President's expenses are detailed in Standing Rules President's Expenses Spreadsheet.

Names of newly Accredited Flower Show Judges, Accredited-Life Judges and Accredited-Master Judges are submitted by the State Flower Show Schools Chairman to the Editor of The News for publication. Updated rosters shall be submitted to the office and the Directory Chairman annually.

Symposium profits/loss shall be acknowledged within the General Funds Savings Account on the Treasurer's Quarterly Report.

GARDENING SCHOOLS

This Chairman is responsible for supervising the organization and smooth running of the Gardening Courses in our State.

All precise duties are listed in the NGC Gardening Study Handbook contained in the Chairman's files., It is one of the primary jobs of the Chairman to promote these schools.

These Courses, four in number, are designed to stimulate interest in horticulture, to give the student an understanding of how and why a plant grows, to teach soil structure, to illustrate propagation methods, to provide an understanding of pesticides and insecticides, growth regulators and other chemicals, to offer methods of plant identification and to explore specialized styles of gardening, including reconciliation ecology. Students passing all four courses become Gardening Consultants and may purchase and wear a special pin offered through NGC. Since all instructors are to be professionals, schools are encouraged to be set up near colleges and universities so that their faculty may be utilized. When it comes to hands on activities, it is also helpful to have a Botanic(al) Garden or

Examination fees are sent to NGC. Specific costs relative to the school should be part of the school expenses. The school courses are run as Flower Show Schools are conducted, usually through Districts with profits or losses their responsibility. Corrected papers and grade cards (provided by NGC) are returned directly to the students by the State Chairman who keeps a file on each student so that notification can be given when refreshers are needed.

Dates for Courses in the Schools must be cleared with the State Chairman of Gardening Schools and the Federation Office Calendar. Dates and places of each Course are subject to the approval of the Board of Directors. State Policies regarding school fees for Life Members and Patrons apply.

See General Policy regarding liability insurance and use of recording devices and photographic equipment.

Names of newly accredited Gardening Consultants are to be submitted by the State Chairman to The News for publication. Updated rosters of Gardening Consultants shall be submitted to the office and the Directory Chairman annually.

LANDSCAPE SCHOOLS

The purpose of the program is to educate garden club members and the public to serve as guardians and consultants of the natural and man-made landscape.

The Landscape Program is conducted within the guidelines of the current NGC Landscape Design Schools Handbook.

Landscape Programs (Schools and Refreshers) may be sponsored by FGCNYS or its Districts. If sponsored by a District, the fee is established by the local committee of that District, which accepts financial responsibility for the event.

Dates for Courses and Refreshers must be cleared with the FGCNYS Landscape Schools Chairman and the Federation Office Calendar. Dates, locations, and chairmen of each event are subject to approval of the Board of Directors.

The FGCNYS Chairman of Landscape Schools is responsible for the supervision and efficient operation of the Landscape Schools Program in the State and all records thereof. Communication with NGC Landscape Steering Committee and Schools Secretary is through this Chairman.

Fees:

Students and Consultants attending a Landscape School for credit must pay the full fee, which includes the processing fee required by NGC. In any calendar year, each FGCNYS Life Member or Patron may attend ONE Course in ONE of the NY Schools on payment of one-half the registration fee, PLUS the full cost of meals, provided the Course is not being taken for credit.

RECORDS:

Records of completed Landscape Schools and Refreshers are stored at the FGCNYS Office. For each event, the records include:

Registration Forms Rosters
Brochures Event Summaries Instructors' Outlines
Financial Reports

Accredited Landscape Consultants must be FGCNYS members, and thus appear in the computer data base at the office. Student and Consultant records are maintained by the Landscape Schools Chairman and are updated as required. For safety, a backup copy of Student and Consultant records is stored at the FGCNYS Office and should be updated at the end of each term and school.

Names of newly accredited Landscape Consultants are submitted by the State Chairman to the Editor of The News for publication and the State Directory Chairman.

Records of Students and Consultants who have not attended a Landscape Study Program for credit in seven years are removed from the active files. EXCEPTION: Names of Emeritus Consultants are retained as long as they appear in the FGCNYS member data

base. Names of inactive or deceased Students and Consultants are given to the NGC Accrediting Chairman, as are the names of those who have moved out of state. Updated rosters shall be submitted to the office and the Directory Chairman annually.

See General Policy regarding liability insurance and use of recording devices and photographic equipment.

STANDING RULES/POLICIES AND PROCEDURES

This Chairman shall see that the Standing Rules/Policies and Procedures of this organization are kept up to date by periodic revision and clarification.

This Chairman shall be responsible for distribution of Standing Rules/Policies and Procedures to Board members and shall confirm that FGCNYS Board Members' files contain a copy of the Standing Rules by periodic inventory review.

WAYS AND MEANS SPECIAL PROJECTS

A State Chairman for Ways and Means and/or Special Projects shall be responsible for projects as designated by the President subject to the approval of the Board of Directors.

TOURS

The Chairman of Tours plans FGCNYS sponsored Tours which are subject to approval of the Board of Directors.

BOUTIQUES

Boutiques may be held at FGCNYS functions. If a State Table is to be part of the Boutique, the FGCNYS Ways and Means or Special Projects Chairman will be responsible for the State items on this table. PINS

Membership pins, State Life Membership pins, Judge's pins, Past President's pins and other pins may be ordered from the State Office.

All fund raising projects require prior approval of the Board of Directors.

WILDFLOWERS

This Chairman shall educate the membership about the beauty, value, and habitats of wildflowers. This Chairman shall encourage wildflower projects and application for NGC Wildflower Awards by member garden clubs.

WORLD GARDENING

The Chairman promotes the NGC World Gardening program within the Federation.

WORLD GARDENING (cont.)

The particular project for the year for New York members is selected by the Chairman in consultation with the President, is presented to the Executive Committee for approval and announced to the Board of Directors at the Annual Spring Board Meeting.

Checks for contributions to the World Gardening program are made out to Federated Garden Clubs of New York State, Inc. by the members with the notation "World Gardening" on the face of the check. All checks go to the District World Gardening Chairman who acknowledges the contributions and enters them in the District records.

The District World Gardening Chairman forwards the checks to the State World Gardening Chairman by a cut-off date set by the State Chairman, together with a copy of records which includes for each check the name of the donor, the member garden club, the Club President or Treasurer, the District number as well as the number and amount of the check.

The State Chairman collects these checks, records the amounts, and forwards all World Gardening contributions to the State Office at least monthly. The FGCNYS Treasurer will periodically send a check to the current project.

For contributions of \$25.00 or more, Citations are presented at the Annual Convention.

YEARBOOK

This Chairman's responsibility is to promote the concept of a Garden Club Yearbook and to educate member garden clubs in its preparation.

To encourage excellence, the FGCNYS Chairman shall run an annual yearbook contest. The competition is divided by club membership as designated by the NGC Yearbook Merit Certificate as published in The National Gardener.

The State Chairman shall cooperate with District Yearbook Chairmen and District Directors to encourage entries in this annual contest.

District first place winners in each membership division should be sent to the State Chairman by July 1st. The FGCNYS Chairman will then send these on to an evaluating panel chosen by the State Chairman for judging of the New York State Yearbook Awards.

Yearbook Awards will be presented at any FGCNYS event and comments and suggestions will be made available to each contest entrant. This Chairman will notify member garden club winners with enough notice for them to attend and accept their awards.

This Chairman shall attempt to run one workshop on yearbook preparation during the two-year term of office, preferably at Fall Conference.

FGCNYS yearbook contest winners will be forwarded to the State Awards Chairman by January 1st to be sent on to CAR-SGC with other State award winners.

YOUTH

The Chairman for the three groups (Junior, Intermediate and High School Gardeners) assists the member garden clubs in the organization of youth groups.

Youth Clubs will be recognized only if they are sponsored by FGCNYS member garden clubs.

Youth Clubs must have a minimum of four members, and they should hold five meetings a year. They may pattern their organization after the senior group with officers, guidelines or Rules of Order, a Yearbook, if possible, and a membership list.

The sponsoring member garden club assumes responsibility for instruction and for the planning and carrying out of a well balanced program. It arranges for financial assistance, if needed, and for judging of flower shows and contests.

The State Chairman plans special projects for the year for Youth Clubs which are presented to the Board of Directors for approval.

The Chairman promotes youth competition for FGCNYS and NGC awards in accordance with the current State Awards Manual.

No dues are required by the Federation or NGC for youth groups. FGCNYS pays NGC \$10.00 a year which covers all youth groups in the state.

All Youth Clubs should return the NGC annual registration form to the State Chairman promptly so that they may be registered in the State and with NGC.

YOUTH ENVIRONMENTAL EDUCATION

This Chairman is responsible for the implementation of all youth environmental education programs within the State.

YOUTH PUBLICATIONS

This Chairman is responsible for compiling and printing the Youth Poetry Book.