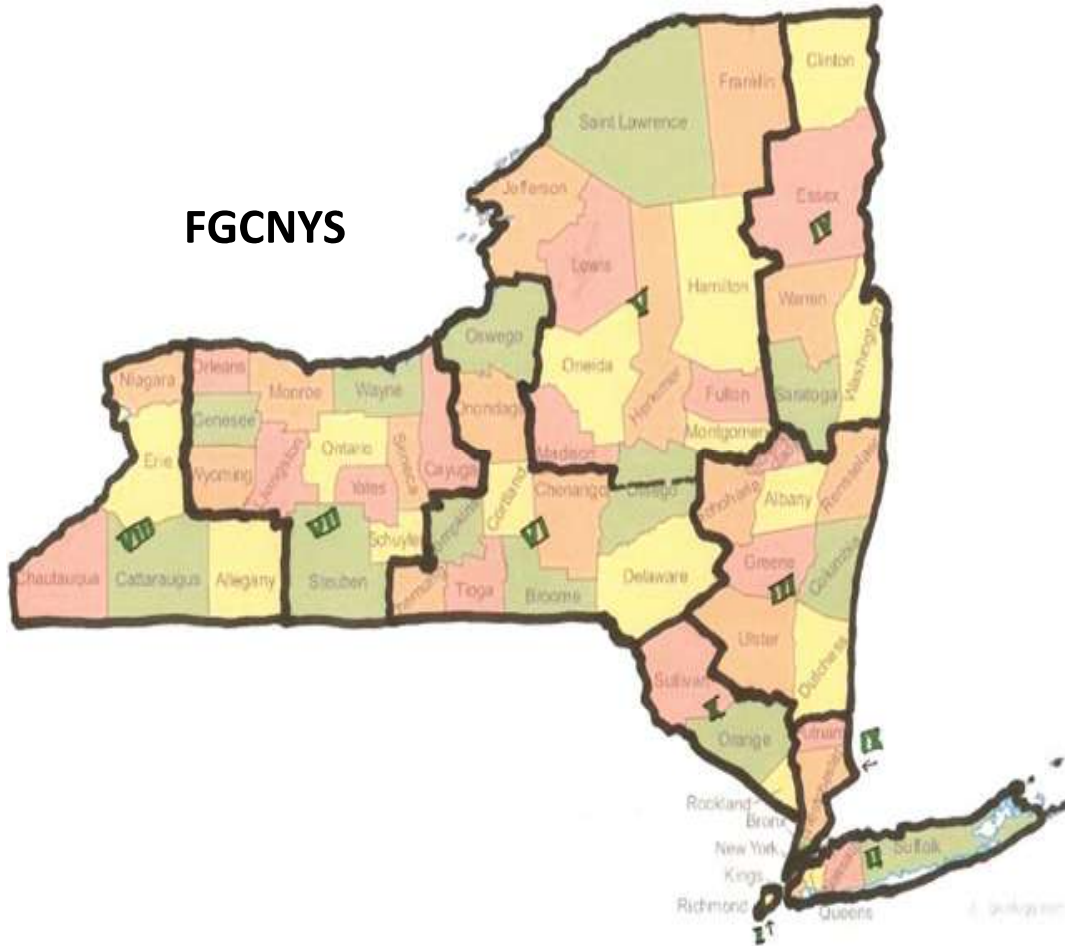


# The Federated Garden Club of New York State, Inc.



## President's Manual



**FGCNYS**

**District I**

**Staten Island**

**District II**

**Nassau, Suffolk, Queens**

**District III**

**Albany, Columbia, Dutchess, Greene, Rensselaer,  
Schenectady, Schoharie, Ulster**

**District IV**

**Clinton, Essex, Saratoga, Warren, Washington**

**District V**

**Franklin, Fulton, Hamilton, Herkimer, Jefferson,  
Kanata, Lewis, Montgomery, Madison,  
N. Otsego, Oneida, St. Lawrence**

**District VI**

**Broome, Chemung, Chenango, Cortland,  
Oswego, Delaware, Onondaga, S. Otsego**

**District VII**

**Cayuga, Genesee, Livingston, Monroe, Ontario,  
Orleans, Seneca, Schuyler, Steuben, Wayne,  
Wyoming, Yates**

**District VIII**

**Allegany, Cattaraugus, Chautauqua, Erie, Niagara**

**District IX**

**Bronx, New York, Putnam, Westchester**

**District X**

**Sullivan, Orange, Rockland**

**Federated Garden Clubs of NY State, Inc.**

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# PROTOCOL & PARLIMENTARY PROCEDURE

**Robert's Rule of Order is the accepted guidelines for club meetings.**

Parliamentary Law is common sense used in a gracious manner. Courtesy is a basic rule of Parliamentary Law.

All meetings should begin on time. It is important for the President to come prepared with an Agenda and to conduct a short effective meeting.

A gavel is used to bring the assembly to order.

It is appropriate and sets the mood for the day with a "Thought of the Day" and with the Pledge of Allegiance. If a flag is available, it should be to the left of the audience.

If an outside program speaker is to present their program prior to the business meeting, the club President introduces the Program Chair who in turn introduces the speaker. The speaker is thanked after the program by the Club President. Use proper terminology such as "The next business of order will be", or when approving minutes, "are there any corrections to the minutes?" Your recording secretary should not use "Respectively Submitted" - just sign/his/her name, e.g., Jane Doe, Secretary.

As President you are ex-officio of all committees except the nominating committee. The President should be invited to every meeting – this does not mean that he/she should attend every meeting but show interest and always be kept informed of what took place at the meeting. An ex-officio member has all the privileges of other members of the committee

## PROTOCOL & PARLIMENTARY PROCEDURE

During a debate/discussion of a motion the president must remain impartial. The president never makes a motion when presiding.

If your club is having an interesting program, a flower show, a fundraiser, a function that is open to the public, it is a courtesy to extend an invitation and complimentary ticket to the District Director at least once a year. Give them a front row seat. All invited guests should be offered refreshments/meals.



## **AGENDA ORDER OF BUSINESS**

### **Use Order of Business to structure your agenda**

- Call to Order
- Invocation or Inspiration (if desired)
- Pledge of Allegiance (if flag is present)
- President's Welcome, followed by introductions
- Attendance
- Reading and approval of minutes
- Treasurer's Report including bills needed for approval.  
(should be noted "The Report will be filed")
- Executive Committee and other Officer Reports
- Special Committee Report
- Standing Committee Reports
- Unfinished Business
- Program - Program Chairman or Coordinator introduces  
speaker and program
- Announcements
- Adjournment

NOTE: If your program is during the meeting, recess the meeting, have your program, then resume your meeting after the program.



## **SAMPLE AGENDA**

### **REPORTS OF CLUB OFFICERS**

#### **Names of Officers:**

President

Recording Secretary

Minutes of the last meeting

1st Vice President

Treasurer

Treasurer's report

Corresponding Secretary

### **COMMITTEE REPORTS**

Special Gardens

Chairman

Hospitality

Chairman

Historian

Chairman

Programs

Chairman

Scholarship Committee

Chairman

### **NEW BUSINESS**

Budget

Treasurer

Flower show May 11, 2025

### **UNFINISHED BUSINESS**

### **SPECIAL PROGRAM**

Speaker & Program

### **ANNOUNCEMENTS**

### **ADJOURNMENT**

## **SAMPLE TREASURER REPORT**

<b>INCOME</b> (list all sources of income)	
	<b>AMOUNT</b>
Dues– 35 members @ \$40.00 per member	\$1400.00
Fundraisers:	
Plant Sale	\$ 400.00
Donations	\$ 250.00
Interest on Savings Account	\$ 15.00
Interest on CD	\$ 50.00
<b>TOTAL INCOME</b>	<b>\$1915.00</b>
<b>EXPENSES</b>	
Membership expenses	
State Dues 35@ \$10.00 per member	\$ 350.00
Meeting Expenses	
Programs	\$ 225.00
Yearbook Printing	\$ 250.00
Corresponding Secretary	\$ 15.00
Activities	
Fundraiser – Plant Sale	\$ 100.00
Flower Show	\$ 150.00
Donations	
Blue Star Memorial	\$ 25.00
<b>TOTAL EXPENSES</b>	<b>\$ 865.00</b>

## SAMPLE YEAR-END FINANCIAL REPORT

INCOME	BUDGET	ACTUAL
Dues — 35 members @ \$40.00 per member	\$1400.00	\$1400.00
New member dues		\$ 80.00
Fundraisers		
Plant Sale	\$ 400.00	\$ 400.00
Donations	\$ 250.00	\$ 450.00
Interest on Savings Account		\$ 15.00
Interest from CD		\$ 50.00
Activities		
Holiday Party		\$ 120.00
Floral Design Workshop		\$ 150.00
Bus trip Botanical Garden Tour		\$ 300.00
<b>TOTAL INCOME</b>	<b>\$2050.00</b>	<b>\$2485.00</b>
 <b>EXPENSES</b>		
Membership expenses		
35 @ \$40.00 per member	\$1400.00	\$1400.00
State Dues 35@\$10.00 per member	\$ 350.00	\$ 350.00
Meeting expenses	\$ 490.00	\$ 490.00
Activities		
Fundraiser — Plant Sale	\$ 150.00	\$ 100.00
Donations		
Blue Star Memorial	\$ 25.00	\$ 50.00
	<b>\$2415.00</b>	<b>\$2440.00</b>

# **BYLAWS**

## **COMPOSING BYLAWS**

- Bylaws may be drawn up by a committee appointed at the first organizational meeting. They are adopted by a majority vote.
- Bylaws should be as brief and unrestrictive as possible  
And no more detailed than necessary.
- The following outline includes articles that are generally included in bylaws and in the usual order they are found. Articles may be inserted or omitted as appropriate for individual organizations.
- Articles are usually designated with Roman numerals and sections with Arabic numerals.
- Refer to the current edition of *Robert's Rules of Order Newly Revised* for detailed instructions on compiling bylaws.

## **SUGGESTED OUTLINE FOR BYLAWS**

**BYLAWS OF THE**  
(Name of the Organization)

### **ARTICLE I. NAME**

The full, exact and properly punctuated name of the organization.

### **ARTICLE II. OBJECT**

A brief general statement of purpose concisely expressed in a single sentence which sets the boundaries within which business may be introduced in the club's meetings and the framework within which the organization functions.

### **ARTICLE III. MEMBERSHIP**

Section 1. Classes of members such as "active", "associate".

Section 2. Qualifications or eligibility for membership.

- Section 3. Application and acceptance procedure.  
Method of reviewing and voting on applications.
- Section 4. Fees and dues. Dates payable.  
Date delinquent with time and procedure for notification.
- Section 5. Procedure for resigning and reinstatement.

#### **ARTICLE IV. OFFICERS**

- Section 1. Officers titles listed according to rank.
- Section 2. How elected or appointed.
- Section 3. Terms of office and number of terms permitted.
- Section 4. Qualifications for office.
- Section 5. Duties - When listing the duties of officers, care must be taken not to omit any duty. Conclude the section with the following statement, "Officers shall perform the duties prescribed by these by-laws and the adopted parliamentary authority".
- Section 6. Method of nominating officers.  
Procedure for election of appointment.
- Section 7. How vacancies are filled.

#### **ARTICLE V. MEETINGS**

- Section 1. Regular meetings. Day and month. (Hour or time specified in Standing Rules.)
- Section 2. Annual meeting. When, purpose or business conducted.
- Section 3. Special or Called meetings. How and by whom called.  
Previous notice required.
- Section 4. Quorums for meetings. (State number rather than a percent.)
- Section 5. Provision for canceling meetings in an emergency.

## **ARTICLE VI. EXECUTIVE BOARD (or BOARD OF DIRECTORS)**

Section 1. Composition

Section 2. Powers and duties delegated to the board.

Section 3. When and how often to meet, by whom called.

Section 4. Quorum

## **ARTICLE VII. COMMITTEES**

Section 1. List names of standing committees.

Section 2. Composition and duties of each. Include statement that chairmen shall conduct the work appropriate to the responsibility.

Section 3. Manner of selecting the chairman.

Section 4. Provision to permit additional standing and special committees by including the statement, "Such other committees, standing or special, shall be appointed by president as deemed necessary to carry on the work of the club."

Section 5. Include, "The President shall be an ex officio member of all committees except the Nominating Committee."

## **ARTICLE VIII. PARLIMENTARY AUTHORITY (Include as follows)**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the club in all cases to which they are applicable and which they are not inconsistent with these Bylaws and any special rules of order the club may adopt.

## **ARTICLE IX. AMENDMENT**

Section 1. Meetings at which Bylaws may be amended.

Section 2. Previous notice requirement.

Section 3. Vote required.

## STANDING RULES

Standing rules govern the administration of the organization as opposed to rules regarding parliamentary procedure. The established standing rules policies aren't usually related to parliamentary meeting procedures. The standing rules would include items that would further explain the operation of the club, such as:

1. Duty of Officers
2. Committees and their responsibility
3. Members information about the standing committee and their obligation to the club.
4. New members, how to join, requirements and responsibility
5. Dues and fundraising expectations
6. Any information that will benefit membership and or the club.



**Federated Garden Clubs of New York State, Inc.**  
**Tax filing requirements for those with 501c3 status &**  
**Information on how to be under FGCNYS's 501c3 umbrella**

One of the benefits of being a member of the Federated Garden Clubs of New York State is the opportunity to be under our 501c3 umbrella.

Why is this important? If the IRS does not acknowledge you as a not-for-profit organization, you must pay taxes on your club's income and file state and federal tax returns each year. By being under FGCNYS's tax exempt umbrella, the IRS recognizes your club or District as not-for-profit organization. As a 501c3 organization you can accept donations from corporations and individuals. They in turn can deduct these gifts from their income tax. In order to be under the umbrella your organization must apply. Those of you who have applied and are included should have a letter from the FGCNYS, Inc. President acknowledging this status with a group number in your files. This letter should be in your permanent files and a copy of it should be given to the person in charge of filing, usually the treasurer.

A requirement of this status is that you must file a 990-N (e-postcard) by July 15. If your gross receipts are less than \$50,000 for the tax year, you may file the e-postcard. This is easy to do on line. If your gross receipts are between \$50,000 and \$200,000 for the tax year, you will need to file a 990-EZ. And Form 990 is required if gross receipts are over \$200,000 or assets over \$500,000.



## **How to become a 501c3 under the Federation Umbrella?**

If you wish to apply to be under the umbrella, please call the FGCNYS office at (518) 869-6311 to begin the process.

Before you make the call you need to do the following:

Your club must have its own EIN (Employer Identification Number), even though you have no employees. This number is required to obtain a club checking or savings account. The preferred method for customers to apply for and obtain an EIN is to go to [irs.gov](https://irs.gov). Once the application is completed, the information is validated during the online session, and an EIN is issued immediately. The online application process is available for all entities whose principal business office or agency, or legal residence (in the case of an individual), is located in the United States or U.S. Territories. The principal officer, general partner, grantor, owner, trustor etc. must have a valid Taxpayer Identification Number (Social Security Number, Employee Identification Number, or Individual Taxpayer Identification Number) in order to use the online application.

If you are not sure if your club has an EIN number, please check with the IRS before you proceed. You can ask the IRS to search for your EIN by calling the Business & Specialty Tax Line at (800) 829-4933. The hours of operation are 7:00 a.m. – 7:00 p.m. local time, Monday through Friday. An assistor will ask you for identifying information and provide the number to you over the telephone, as long as you are a person who is authorized to receive it. Examples of an authorized person include but are not limited to a sole proprietor, a partner in a partnership, a corporate officer, a trustee of a trust, or an executor of an estate.

EIN numbers never expire and it will be a disaster if your club is issued multiple EIN number

- Your club may or may not be incorporated but cannot be a private foundation.
- Your club must be a member of the Federated Garden Clubs of New York State, Inc.
- Your club's fiscal year must be the same as the Federation's: March 1 through the end of February.
- A letter requesting to be included in the 501c3 umbrella with the Federation, signed by a club officer. The name and contact information, including phone number and email address, of someone who can answer questions about the club's finances. A mailing address for the club. Although it is not mandatory, we suggest a post office box so the address will remain the same each year. And last but not least, a one-page description/list of the clubs activities.
- A one-time filing fee of \$25 to cover expenses made out to "FGCNYS". This is not an annual fee; you pay only when you first apply.
- A copy of your clubs bylaws with the following IRS clause included. This must already appear in the bylaws when applying.

***Dissolution Clause:** In the event of dissolution of the XYZ Garden Club, the assets of said Garden Club shall be distributed for one or more exempt purposes within the meaning of Section 501c3 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.*

## **Once you apply, how will you know you are under the FGCNYS umbrella?**

When your paper work has been successfully processed by IRS your Club will receive a letter from FGCNYS that will acknowledge your acceptance under our umbrella. This letter will have Federated Garden Clubs of New York State on it – not your District or club's name. This is because you are under the FGCNYS umbrella. Your District or club's EIN number will be there.

**For those not under the FGCNYS umbrella, the due date for filing is by the 15th day of the 5th month after the close of your tax year.**

You cannot file the e-Postcard until after your tax year ends. Example: If your tax year ended on December 31, the e-Postcard is due May 15 of the following year. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day.

**Information from the IRS.gov website about filing:** Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ must be submitted electronically.

- All filers must register at IRS.gov prior to filing their next Form 990-N. This is a one-time registration; you won't be asked to register again when filing next year.
- Form 990-N must be completed and filed electronically. There is no paper form.
- Form 990-N filers may choose to file a complete Form 990 or Form 990-EZ instead.
- Use the Form 990-N Electronic Filing System (e-Postcard) User Guide while registering and filing. Organizations should continue efforts to file, even if late.

- While there is no penalty assessment for filing Form 990-N late, organizations that fail to file required Forms 990, 990-EZ, or 990-N for three consecutive years will automatically lose their tax-exempt status. Revocation of the organization's tax-exempt status will happen on the filing due date of the third consecutively missed year.

### **Reinstatement of Tax-Exempt Status after Automatic Revocation**

If an organization has had its tax-exempt status automatically revoked and wishes to have that status reinstated, it must file an application for exemption and pay the appropriate user fee even if it was not required to apply for the exempt status initially. There are four different options for reinstatement. Details can be found on the IRS site. In order to get exemption status reinstated a garden club needs to complete a 1023 form and pay a user fee. Most garden clubs should be able to use the 1023-EZ form. If in any case, the 1023-EZ instructions can be found on the IRS site. Review the worksheet found in the instructions. If you answer "No" to all questions, you are eligible to file the 1023-EZ form.

If you are eligible to complete the 1023-EZ form you will be given two options:

- File the three years of forms that are delinquent, submit the 1023-EZ and pay user fee to have exemption reinstated retroactive.
- Submit 1023-EZ and pay user fee to have exemption status effective of the postmark date. If you are not eligible to file Form 1023-EZ, you can file Form 1023.

For further information on these tax related issues, please refer to the IRS website at [www.irs.gov](http://www.irs.gov). The number to reach the IRS for help with filing tax exempt 990 form is: 887-829-5500.

**Sales Tax Exemption:** Becoming a tax-exempt organization is not the same as having a sales tax exemption from New York State that allows you to purchase items without paying sales tax. You need to register with the State of New York Department of Taxation and Finance (DTF) for sale tax exempt status. Please go to <https://www.tax.ny.gov/bus/st/exempt.htm> and download form ST-119.2 to apply for a sales tax exemption certificate. The number to reach DTF for help is 518-485-2889.

Please ask your District Treasurer or our State Office if you have any further questions.

State Office (518)869-6311

292 Washington Ave. Ext Ste 104, Albany NY 12203.



# **MEMBERSHIP**

Realize that most volunteer organizations are losing members,  
not just garden clubs.

## **WE NEED TO KNOW THE 3 R's of MEMBERSHIP- RECRUIT, RETAIN & REVITALIZE**

### **RECRUITMENT**

#### **Are your bylaws friendly?**

- If there is a cap on membership, consider removing it.
- Voting on members - does it work in your area or with your club's size? Do members have to leave for the vote? This might perpetuate a stereotype. Consider an application with automatic acceptance. If someone wants to join, why would we turn them down?
- How often do you meet per year?
- Do you have too many or too few officers?
- Are your dues too high or too low?
- Do you meet in private homes or in public places? Most visitors are more comfortable meeting in a public place.
- Is your club meeting only daytime or only evening? Many younger or working people cannot make a daytime meeting.

#### **Make Visitors Feel Welcome**

- Are visitors greeted and made to feel at home? Consider assigning a greeter at each meeting who sits with a new person .
- Are visitors given an explanation regarding what your club is all about?
- Are visitors introduced?
- Are visitors invited back.
- Are visitors sent follow-up cards or calls – "We're glad to have met you, please come back.
- Are potential members on your call/email list? Are they called and reminded of the meetings?

## **Advertise Your Club**

- Donate magazines with you club's information in it and place at doctor's offices or other waiting room. Give your local library a copy of you state newsletter and/or a gardening magazine subscription with your club's information to be put inside each issue.
- Give articles on home landscaping to your local realators to give to prospective buyers. Have contact information ion it. Greet a new neighbor with an invitation to join.
- Volunteers to write a gardening article for your newspaper.
- Wear shirts with your Garden Club's name on them when working in the community.
- List your Garden Club meetings in your newspaper in the community calendar. Distribute posters or flyers around town inviting people to attend your meetings.
- Celebrate National Gardening Week with projects, receptions, newspaper articles and mayoral proclamations.
- Advertise events such as flower shows, invite others in your district and you state officers.

## **Use Signage**

- Use signage on your community gardening projects to show who created and/or maintains it.
- Consider a small magnetic logo or window sticker for your car if you don't have Garden club license plate.
- Consider creating a club logo and use it.
- Use signage on town welcome signs that churches and civic organizations use.
- Have business cards printed with contact information and meeting days to pass out to potential members.
- Volunteer to do arrangements at Nursing Homes or other public places and leave informational tent cards.
- Adopt a roadside Wildflower Site with signage.

## **Other proactive measures to think about**

- Offer garden educational seminars to the public.
- Have booths in local fairs and festivals.
- Work cooperatively with other groups, including Master Gardeners, scouts, etc.
- Invite members from disbanded clubs to join your club.
- Think of creative meeting places – block parties, historic sites, public gardeners, etc.

## **DON'T FORGET WORD OF MOUTH**

Be on the look-out for potential new members by noticing them in nurseries or working in their yards and invite them to your garden club meetings. Invite new neighbors. When you're in a store line and notice someone purchasing plants or gardening magazines or books, start a conversation about gardening and invite them. **Most people join garden clubs by word of mouth..**

## **RETAINING MEMBERS**

- Make sure every member is spoken to, especially newer members.
- Call club members who have stopped attending your meetings.
- Listen to the needs of your members and implement and highlight their talents.
- Realize not all members can do the same work due to time restraints, physical restrictions or finances. Make sure every member serves on the committee, including older members as mentors.
- Offer fundraisers that members aren't constantly giving **financially** to projects.
- Send cards for special accomplishments, etc. Make members feel special.
- Avoid gossip.
- **KEEP MEETINGS SHORT!**



## **Members and Clubs Need to See What They're Receiving for Their Dues**

- Does your club, district or state offer scholarships to participate in state, region and national conventions? Schools? Advertise it!
- Does your nonprofit status allow clubs to benefit? Let clubs know this.
- Make sure your state magazine and website is high quality and features accomplishments of clubs and members.

## **We Need to Encourage Attendance and Participation**

- Encourage members to take advantage of what NGC offers through your state: Landscape Design Schools, Flower Show Schools, Gardening Schools, Environmental Schools, Region meetings, District meetings and State conventions.
- Encourage attendance at our clubs activities and at the state, region and national levels.
- The more connected your club is to other clubs, districts and states; the more vital your club will be.

## **REVITALIZE**

Verb Definition: to impart new life or vigor to

Synonyms - re-energize, boost, regenerate

resuscitate,

refresh,

stimulate,

rejuvenate...Got the picture???

We need to change our image from exclusively a women's organization that wears white gloves and hats to an organization that is inclusive and wears gardening gloves and sun hats and has a strong presence our community.

### **We need to embrace technology**

- We can use email, Skype, Facetime or Zoom to contact members and cut down on meetings.
- Are you using social media to advertise our clubs and organization?
- Do we use text messaging to remind members of meetings?
- Are we using Power Point and other computer visual aids for programs?

### **Leaders Need to Set Examples**

- Get your hands dirty. If possible be a working garden club.
- Occasionally have hands on projects that members can take home.
- Take a field trips to garden related places.

Respect the role of changing membership within our ranks.  
Diversity in membership is the key.

**Try to think outside of the box**

**Lastly, HAVE FUN**



## **LIFE MEMBERSHIP**

**Life Membership-FGCNYS, Inc.:** Upon payment of \$100.00, a person becomes a Life Member in the FGCNYS, Inc. Your contribution helps fund Scholarships available through FGCNYS. Forms are available on the FGCNYS website: from the home page select the Applications and Forms tab for the Life Member form.

The privileges of Life Membership include: Attending NYS Federation meetings, special seating at events, wearing a Life Membership pin, receiving “The News”, and attending, in any one calendar year, one course or symposium held in New York State for payment of 1/2 of the registration fee provided one is not taking the course for credit. All credit courses are charged the full amount.

**Life Membership C.A.R.-Central Atlantic Region:** The Life Membership fee is \$50.00. which goes into the C.A.R. Scholarship fund. For this you will receive a note of appreciation, a Life Member Certificate, recognition at a C.A.R. conference and your name listed in the C.A.R. Directory of Life-time Members. Forms for Life Membership may be printed out from the C.A.R. website. Life Membership information is at the bottom of the home page.

**Life Membership in National Garden Clubs:** A fee of \$200.00 funds both the Scholarship and the Permanent Endowment Fund of NGC. You will receive The National Gardener Magazine, and banquet seating at conventions. NGC also give monetary awards: \$100.00 to the State with the largest increase in membership and \$100.00 to the State with the largest Life Membership per capita.

# **Benefits of Belonging to**

## **Federated Garden Clubs of New York State, Inc.**

**[www.fgcny.com](http://www.fgcny.com)**

1. By being part of FGCNYS, your garden club is part of the largest volunteer gardening organization in the world, National Garden Clubs, Inc. (NGC) ([www.gardenclub.org](http://www.gardenclub.org)). NGC provides education, resources, and national networking opportunities for its members to promote the love of gardening, floral design, and civic and environmental responsibility.
2. NGC is divided into 8 regions and we, in the Federated Garden Clubs of New York State, Inc. (FGCNYS) are part of the Central Atlantic Region-State Garden Clubs (CAR-SGC). CAR-SGC includes Pennsylvania, New York, New Jersey, Ohio, Delaware, Maryland, and the National Capital Area.
3. The IRS recognizes FGCNYS as a 501c3 organization and donations to FGCNYS are deductible by the donor on their income tax. Donations to FGCNYS may be made by lifetime gifts or by a bequest in the donor's will or trust. Donors may limit the use of their gifts to programs, schools, scholarships, or FGCNYS special projects. Unlimited gifts, however, allow FGCNYS to continue to operate these programs, schools, scholarships, and special projects.
4. Clubs may, by complying with certain IRS requirements, apply for inclusion under the FGCNYS 501c3 umbrella.
5. Club members can take advantage of the excellent educational opportunities offered by NGC and sponsored by the FGCNYS. The schools are: Flower Show School; Landscape School; Gardening School; and Environmental School. These courses are taught by instructors from National Garden Clubs or instructors who have been approved by NGC. Courses may be taken in any order except for Flower Show School (Course 1 must be taken first). They can be either picked up when a new FGCNYS school begins or taken in another state.

6. Clubs benefit from their FGCNYS Membership by participating in regular District meetings, District events, and FGCNYS Annual Convention. This is true with any organization. The more you participate, the more you get out of your membership.
7. The FGCNYS website, [www.FGCNYS.com](http://www.FGCNYS.com), provides up-to-date information for its members on planned FGCNYS activities, such as District and State Meetings, Schools, Awards and Scholarships available, program ideas and links to NGC and CAR-SGC resources. Upon approval by the FGCNYS President, clubs can provide the Webmaster with details of club meetings or activities open to the public, including flower shows, and they will be publicized. Application forms for FGCNYS, NGC and CAR-SGC awards, scholarships, both college and DEC camp, and the registration for junior gardeners can be found on the website and downloaded. The website also contains all pertinent information regarding upcoming conventions.
8. All club members with email receive periodic electronic newsletter as part of their membership. The News is the official publication of the FGCNYS and is sent to our members electronically if an email is provided. It provides a brief description of events, workshops, Zoom meetings, etc. that are happening on the State, Regional and National level.
9. NGC accredited judges are available to judge club flower shows and to assist clubs in writing their flower show schedules.

### **So, what's in this for you?**

- First, it is an incredible honor to be a member of the largest not-for profit gardening program in the world who is such a force for good in that world! Of the \$1.00/member that our state pays National Garden Clubs, Inc., we receive:
- A \$4,000. scholarship for one of our students to further their higher education in NYS. This is in addition to the scholarships offered directly by FGCNYS.

## **What else is in this for you**

- Individual Club Grants through Plant America and the Espoma Company
- Free Ames Tools – go to [www.gardenclub.org](http://www.gardenclub.org), click on projects tab, then to grants which will take you to the Ames Tools information. Please check the deadline.
- Websites full of contact and educational information - Our State website: [www.fgcny.com](http://www.fgcny.com); NGC website: [www.gardenclub.org](http://www.gardenclub.org); and CAR-SGC website: [www.carsgc.org](http://www.carsgc.org). Passwords to areas of these sites are available for our members' use only as they provide personal contact information
- Schools and Symposiums
- Member Services at the NGC website [www.gardenclub.org](http://www.gardenclub.org) to purchase ribbons, reference books, etc.
- Informational Periodicals
- Awards– [www.fgcny.com/AwardsandForms.html](http://www.fgcny.com/AwardsandForms.html).
- Resources that just don't quit!

**You might even ask why we even pay dues** - Our NGC has a large net worth. Most all of NGC's funds, except for dues, are dedicated to endowments for a specific purpose. In addition, to maintain our 501c3 status, the IRS wants no less than a third of the operating expenses of an organization to come from their members' dues. We are way below that. \$1.00 is without a doubt the best deal around!

## **RESPONSIBILITIES OF CLUBS**

1. Clubs must pay their annual dues. Dues must be paid in a timely manner, and prior to the deadline established.
2. Clubs must provide a complete listing of their membership (name, address, phone number, email address where available). They must provide updates on their membership (additions, deletions and address changes) as changes occur.
3. Clubs should update the list of members annually upon receipt from the Office Manager.
4. Clubs must promptly report newly elected officers to the FGCNYS Office Manager and to their District Director.
5. Club Presidents are requested to complete an annual Club Recognition report that goes to the FGCNYS Club Recognition Chairman and their District Director highlighting the activities of the club.

**Club members are encouraged, but are not required to do the following:**

1. To attend District Meetings
2. To attend FGCNYS meetings
3. To attend the schools offered
4. To do local community projects
5. To apply for awards for their club based on club projects
6. To search out students for state scholarships
7. To search out young people for our DEC scholarships
8. To hold Standard Flower shows
9. To participate in FGCNYS, NGC, and CAR-SGC projects
10. To encourage the establishment of a Youth Garden Club within their club.

**National Garden Clubs, Inc.**

4401 Magnolia Avenue  
St. Louis, MO 63110-3406  
(314) 776-7574

Website: [www.gardenclub.org](http://www.gardenclub.org)

E-mail: [headquarters@gardenclub.org](mailto:headquarters@gardenclub.org)



Check website

[www.gardenclub.org](http://www.gardenclub.org)

for Current President

**Mission Statement of the National Garden Clubs**

National Garden Clubs, Inc. provides education, resources, and national networking opportunities for its members. Its mission is to promote the love of gardening, floral design, and civic and environmental responsibility.



## **Publications**

NGC publishers makes available many excellent books on the required reading list for various schools sponsored by the NGC; flower arranging, horticulture, landscape design, environmental, gardening and the Handbook for Flower Shows. NGC has lesson plans for only \$10.00 each which could be used for a workshop for your club members. A full list of publications is on the NGC website: [www.gardenclub.org](http://www.gardenclub.org)

**The National Gardener Magazine** promotes suggested reading from novels to educational books, it has necessary information on NGC sponsored schools, awards, update to the Handbook, NGC projects and upcoming meetings and conference information. The National Gardener is now free on the NGC website: [www.gardenclub.org](http://www.gardenclub.org)

To subscribe to the National Gardener, order from the FGCNYS, Inc. website; click on the NGC tab, than click on the NGC website, click on Learn tab then Subscribe.

## **Awards**

The club President should be aware of the Awards offered from the NGC, C.A.R. & FGCNYS, Inc. Clubs are encouraged to apply for any of the awards applicable. The District Awards Chairperson has information, deadlines and is helpful in applying for awards. All awards should go to the District Chairperson who will submit them on to the correct person on the State level and the C.A.R. Chairperson for NYS. The Awards manual may be down loaded from the NGC website: [www.gardenclub.org](http://www.gardenclub.org)

## **Book of Recognition**

The Book of Recognition is an excellent way to honor someone, in acknowledgement of something they have done or in memory. An acknowledgement card is sent to the honoree or to the family of the memorial recipient. The name of the honoree is then placed in the Book of Recognition and posted on the website, FGCNYS.com

## **Garden Therapy**

It is recommended that each club have at least one Garden Therapy Project included in its yearly activities. Working with the disabled youth or residents of a nursing home are all ways to provide Garden Therapy. Contact the District Garden Therapy Chair for project ideas.

## **Flower Shows**

NGC promotes floral design and horticulture. Your club may want to consider having a flower show. Also, any judge or judges council can help you through the process. The Judges Council Chairperson can help you with setting up a date that does not conflict with another show. There is information on putting on a Small Standard Flower Show or Standard Flower Show on the NGC web site.

**CENTRAL ATLANTIC REGION OF  
STATE GARDEN CLUBS, INC. (CARSGC)**

**Website: [www.car-sgc.org](http://www.car-sgc.org)**

**Check website for  
Current Director**



This Region is made up of seven states in the Central Atlantic Region of America, New York, New Jersey, Maryland, National Capital Area, Ohio, Pennsylvania, and Delaware

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# **Presidents Manual**

## **Resources**

501c3 - <https://www.irs.gov/charities-non-profits/charitable-organizations/exemption-requirements-501c3-organizations>

National Garden Club, Inc.  
<https://www.gardenclub.org/>

Federated Garden Club of New York State, Inc.  
<https://www.fgcny.com/>

Robert's Rules of Order Newly Revised 12<sup>th</sup> edition September 2020

Garden Club President's Guide for Effective Meetings  
<https://www.gcii.org/wp-content/uploads/2021/02/president-guide-to-meetings.pdf>

Dear Club President,

This President's Manual has been published as an aid to better your understanding of the organization of which you are part. It is a resource to help you during your term as club president. Consult your state and district bylaws and policies and procedures to assist you on your journey. Please utilize it and pass it on to future Presidents.

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