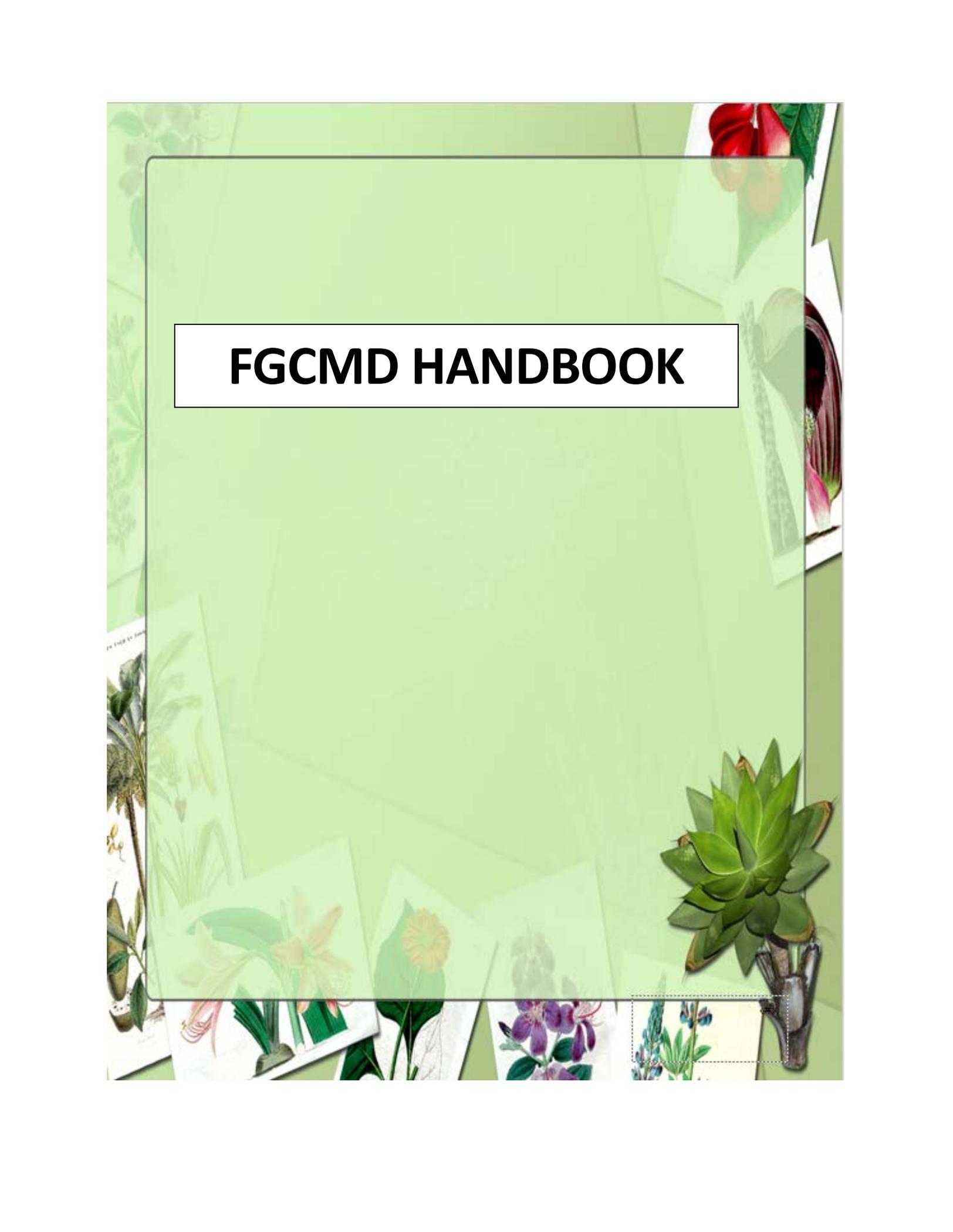


# FGCMD HANDBOOK

The background of the page is a light green color with a collage of botanical illustrations and pressed plant specimens. The illustrations include various flowers and plants, such as a red flower in the top right, a purple flower in the bottom center, and a green succulent-like plant in the bottom right. The specimens are shown as pressed, dried plants, some with their original stems and leaves. The overall theme is botanical and natural history.

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The background of the page is a collage of various botanical illustrations. It includes a red flower in the top right, a green succulent-like plant in the bottom right, and several other plants with different colored flowers (yellow, purple, pink) and leaves scattered throughout. The overall theme is botanical and naturalistic.

# **SECTION 1: ADMINISTRATION**

**SECTION 1: ADMINISTRATION**  
**IMPORTANT DATES AND DEADLINES**

Board Meetings 2ND Tuesday JAN/MAY/SEP/NOV  
JANUARY Meetings via ZOOM

IMPORTANT: Before scheduling a meeting/event, check the Calendar of Events [www.fgcofmd.org](http://www.fgcofmd.org) and verify with Office Administrator [office@fgcofmd.org](mailto:office@fgcofmd.org) to be certain there is no conflict. Then send an email to [website@fgcofmd.org](mailto:website@fgcofmd.org) to have the event listed on the Calendar of Events.

**2021**

- 5/1 **State Directory – First input.** Send to Donna Hanks at [office@fgcofmd.org](mailto:office@fgcofmd.org).
- 5/11 **State Board Meeting and Orientation**
- 6/15 **Deadline for July issue of Gardenews,** [gardenews@fgcomd.org](mailto:gardenews@fgcomd.org). All Board Members are encouraged to submit articles (and pictures when available with name of photographer) to Gardenews.
- State directory – final input.** Send to Donna Hanks at [office@fgcofmd.org](mailto:office@fgcofmd.org)
- 9/14 **State Board Meeting**
- 10/15 **Deadline for November issue of Gardenews,** [gardenews@fgcomd.org](mailto:gardenews@fgcomd.org). All Board Members are encouraged to submit articles (and pictures when available with name of photographer) to Gardenews.
- 11/9 **State Board Meeting**
- 12/24-31 **State Office Closed**

**2022**

- 1/11 **State Board Meeting** via ZOOM
- 1/15 **Deadline for February issue of Gardenews,** [gardenews@fgcomd.org](mailto:gardenews@fgcomd.org). All Board Members are encouraged to submit articles (and pictures when available with name of photographer) to Gardenews.
- 3/22 **Annual Meeting**
- 5/10 **State Board Meeting**
- 6/15 **Deadline for July issue of Gardenews,** [gardenews@fgcomd.org](mailto:gardenews@fgcomd.org). All Board Members are encouraged to submit articles (and pictures when available with name of photographer) to Gardenews.
- 9/13 **State Board Meeting**
- 10/15 **Deadline for November issue of Gardenews,** [gardenews@fgcomd.org](mailto:gardenews@fgcomd.org). All Board Members are encouraged to submit articles (and pictures when available with name of photographer) to Gardenews..
- 11/8 **State Board Meeting**
- 12/23-31 **State Office Closed**

**2023**

1/10 **State Board Meeting** via ZOOM

1/15 **Deadline for February issue of Gardenews**, [gardenews@fgcomd.org](mailto:gardenews@fgcomd.org) . All Board Members are encouraged to submit articles (and pictures when available with name of photographer) to Gardenews.

3/28 **Annual Meeting**

**OTHER USEFUL INTERNET SITES:**

- Central Atlantic Region of State Garden Clubs: [www.car-sgc.org](http://www.car-sgc.org)
- National Garden Clubs, Inc. [www.gardenclub.org](http://www.gardenclub.org)

Revised: March 1, 2021

**DISTRICT STATE BOARD MEETINGS AND FGCMDB CENTERPIECE ROTATION**

**2021**

March 23            District II – Installation for Incoming President/Flowers Annual Meeting  
May 11             ZOOM Board Meeting  
September 14     District V Board Meeting  
November 9        District I Board Meeting

**2022**

January 11         ZOOM Board Meeting  
March 22           District III Flowers Annual Meeting - Interim Year  
Meeting May 10    District II Board Meeting  
September 13     District IV Board Meeting  
November 8        District V Board Meeting

**2023**

January 10         ZOOM Board Meeting  
March 28           District I – Installation Year Incoming President/Flowers Annual Meeting  
May 9               District II Board Meeting

**2024**

March 26           DV Flowers Annual Meeting – Interim Year

The District assigned to Annual Meeting centerpieces is exempt from hosting a FGCMDB Board Meeting in the same year.

Installation years, table centerpieces and head table arrangements are done by the home District and Garden Club, respectively, of the incoming President.

Revised: March 1, 2021

**SCHEDULE FOR ALICE RUSH MCKEON PLANTINGS**

This list contains a chronological list of all plantings through 2020 and those scheduled through 2025. The McKeon plantings are normally in sequential order by District, however, when circumstances arise the order may be changed.

<b>LOCATION</b>	<b>JURISDICTION</b>	<b>DATE</b>	<b>AMOUNT</b>
MD 295(Balto/Wash Pkw) @MD 46	Anne Arundel	Fall, 1959	\$ 141.00
MD 70(Annapolis Spur)	Anne Arundel	Fall, 1960	\$ 270.00
I-695(Balto <a href="#">Beltway@MD</a> 648	Baltimore	Spring., 1961	\$ 715.00
US 15 @ US 40)(Frederick)	Frederick	Fall, 1965	\$ 550.00
US 301 @ MD/DE State Line	Cecil	Spring, 1966	\$2,816.00
I-695(BaltoBeltway)@ MD 170	Baltimore	Fall, 1969	\$4,200.00
US 29 @ US 40 (Ellicott City)	Howard	Fall, 1972	\$3,192.00
US 1 (Bel Air Bypass)	Harford	Spring, 1975	\$3,612.00
US 15/Motter Ave. (Frederick)	Frederick	Spring, 1977	\$3,782.00
MD 150 @ MD 151	Baltimore	Fall, 1978	\$3,812.00
US 301 @ Queen Anne's Co. Rest Stop	Queen Anne's	Fall, 1979	\$2,400.00
MD 139(Charles St.)	Baltimore	Fall, 1980	\$ 300.00
MD 702 @ Eastern Blvd.(Essex)	Baltimore	Fall, 1981	Trees Donated
US 50 @ Cox Neck Rd. (Kent Island)	Queen Anne's	Fall, 1982	\$2,000.00
US 40 at Stamford Rd.	Baltimore City	Spring,1982	\$840.00
US 301 (Queen Anne's Rest Area)	Queen Anne's	Fall, 1983	\$575.00
MD 2 at Hanover St.	Baltimore City	1984	\$950.00
MD 4 @ MD 258(Bristol Wayson's Corners)	Anne Arundel	Spring, 1985	\$1,494.00
I-695 @ Cromwell Bridge Park and Ride	Baltimore	Spring, 1986	\$1,400.00
MD 32 @ MD 97 Park and Ride	Carroll	Spring, 1987	\$2,100.00
MD 404(Denton Bypass)	Caroline	Spring 1988	\$1,960.00
MD 10 @ MD 648	Anne Arundel	Spring, 1989	\$1,545.00
MD 152(Mountain Rd. Park and Ride)	Harford	Spring, 1990	\$3,700.00
5000-5100 Block Baltimore National Pike	Baltimore City	Spring, 1991	\$1,725.00
US 15 @ MD 550 (Thurmont)	Frederick	Spring, 1992	\$1,500.00
US 50 @ Chesapeake College	Queen Anne's	Spring, 1993	\$1,480.00
MD 665 (Aris T. Allen Blvd.) @ MD 2	Anne Arundel	Spring, 1994	\$1,450.00
US 1 @ MD 24	Harford	Spring, 1995	\$1,534.00
Powhatan Hill	Baltimore City	Spring, 1996	\$1,570.00
170 @ MD 68 (Clear Spring)	Washington	Spring, 1997	\$1,680.00
US 50 @ MD 322 Easton	Talbot	Spring, 1998	\$ 1,890.00
MD 100 @ 648 (Pasadena)	Anne Arundel	Spring, 1999	\$1,725.00

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SECTION 1: ADMINISTRATION

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ALICE RUSH MCKEON PLANTINGS cont'd

LOCATION	JURISDICTION	DATE	AMOUNT
Rt. 1 Belair Rd.	Harford	Spring 2000	\$2,400.00
MD 94 Lisbon	Howard	Spring 2001	\$2,100.00
Jones Falls Expressway	Baltimore City	Spring, 2002	\$2,100.00
US 50 Easton	Talbot	Spring, 2003	\$2,500.00
Rt. 100 near Mountain Rd	Anne Arundel	Spring 2004	\$2,500.00
MD 24 North of Bel Air and US 1	Harford	Spring 2005	\$2,500.00
Auchentoroly Terrace	Baltimore City	Spring 2006	\$2,500.00
Youghioghney Outlook Welcome Center I-68	Garret County	Spring 2007	\$ 8,000.00
US 301 and MD 227 south of Waldorf	Charles	Spring 2008	\$20,000.00
<b>No Planting</b>		<b>2009</b>	
Rt 301	District I	Fall 2010	\$5,800.00
Riverside Park, Cumberland	District V	Spring 2011	\$4,500.00
Cromwell Bridge Park and Ride	District III	2012	\$3,990.00
Baltimore City/No Ave Median Project	District IV	2014	\$5,000.00
Somerset County Visitors Center	District I	2014	\$5,000.00
Flag Pond Nature Park	District II	2015	\$3,000.00
Fallston Park & Ride, Route 152	District III	2016	\$3,000.00
Hillen Road north of Cold Spring Lane	District IV	2017	\$3,600.00
Park and Ride on Route 108 at Route 29	District V	2018	\$3,500.00
Blackwater National Wildlife Refuge	District I	2019	\$3,500.00
Maryland Highway 2/4NB Calvert County	District II	2020	\$4,200.00
	<b>District III</b>	<b>2021</b>	TBD/\$5,000.00
	<b>District IV</b>	<b>2022</b>	
	<b>District V</b>	<b>2023</b>	
	<b>District I</b>	<b>2024</b>	
	<b>District II</b>	<b>2025</b>	

Revised March 1, 2021

## **FGCMD ADMINISTRATIVE CALENDAR**

Every two years FGCMMD installs a new slate of Officers. This calendar serves as a check list for FGCMMD Officers and Committee Chairs to ensure we observe critical deadlines for the management of FGCMMD finances, and statutory obligations.

### **JANUARY:**

- 5 Office Administrator Emails Treasurer's Dues letters to Club Presidents and Club Treasurers.
- 2<sup>nd</sup> Tuesday** **Executive Board Meeting.** Districts host meetings according to rotation schedule provided at the beginning of President's administration. Per the Bylaws, in even-numbered years, the Nominating Committee is announced; in odd-numbered years, the Nominating Committee announces the slate of nominees. After Exec. Bd. Meeting Deadline: Office Administrator (or State President) Emails Executive Board and Club Presidents the *CALL* for FGCMMD's Annual Meeting. Per the Bylaws, in even-numbered years, the *CALL* includes names of Nominating Committee; in odd-numbered years, the *Call* includes the Nominating Committee's slate of Officers.
- 15 Office Administrator requests quarterly report from Baird and distributes to Finance Committee.
- 15 Deadline: Article submission to *Gardenews* Coordinator.
- 15 Treasurer, Office Administrator and Corresponding Secretary Reconciles Donation's Lists
- 15 Treasurer/Office Administrator meet to review 4th quarter financial results; i.e., profit & loss, reconciliation of bank accounts, reconciliation of Baird accounts, and reconciliation of donations.
- 15 Treasurer drafts Email to Districts/Councils/Clubs President and Treasurers regarding their obligations to file 990's and emails to Office Administrator for distribution.
- 16 President sends out Volunteer Tax Letter to Executive Board.
- 17 Deadline: Office Administrator files fourth-quarter Maryland Sales Tax return.
- 17 President drafts letter to Club Presidents and Treasurers regarding suggested By-Law wording and emails to Office Administrator for distribution.
- 29 Treasurer/Office Administrator meet to review year-end financial results
- 31 Deadline: Office Administrator confirms Payroll Processing Company files fourth-quarter MD Unemployment Return, and W-2 information with IRS/Social Security and MD.
- 31 Deadline: Club Dues submitted to FGCMMD Office.
- 31 Log in to Beacon State of MD Unemployment website to check for notifications.

### **FEBRUARY**

Odd-numbered years President-Elect sets date for Orientation Meeting.

1<sup>st</sup> Vice President updates green handbooks

- 1 Deadline: Send Annual Meeting Notices of Pre-Dinner and Meeting/Lunch Registration Information and Form (unless Board Meeting moved to February)

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## SECTION 1: ADMINISTRATION

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- 14 Treasurer sends amounts available for the Alice Rush McKeon Tree Planting and Scholarships to Finance Committee.
- 14 Treasurer reviews Clubs' 990 filings and contacts clubs that must file by May 15 of the year.
- 20 *Gardenews* published on FGCMC's website.
- 28 Deadline: Treasurer/Office Administrator upload to external accountant, previous year's Consolidated Tax Information.
- 28 Log in to Beacon State of MD Unemployment website to check for notifications.

### **MARCH**

Various dates Districts' Annual Meetings.

- 1 Office Administrator requests payment of insurance for Moesker insurance policies.
- 4<sup>th</sup> Tuesday** **FGCMC's Annual Meeting.** Per the Bylaws, in even-numbered years, the Nominating Committee is elected; in odd-numbered years, Officers are elected.
- 31 Log in to Beacon State of MD Unemployment website to check for notifications.

### **APRIL**

Odd-Numbered Year Office Administrator begins compiling Directories' updated contact Information furnished by the FGCMC President, District Directors and Council Chairs.

- 1 Office Administrator verifies extension has been filed for MD Personal Property Return.
- 15 Office Administrator requests quarterly report from Baird and distributes to Finance Committee.
- 15 Notice of May's Executive Board Meeting.
- 15 Treasurer/Office Administrator meet to review 1<sup>st</sup> quarter financial results; i.e., profit & loss, reconciliation of bank accounts, reconciliation of Baird accounts, and reconciliation of donations.
- 20 Deadline: Office Administrator files 1<sup>st</sup> quarter Maryland Sales Tax Return.
- 30 Deadline: Office Administrator confirms Payroll Processing Company filed first-quarter MD Unemployment Return.
- 30 Log in to Beacon State of MD Unemployment website to check for notifications.

### **MAY**

Odd-Numbered Years Various dates for Districts' New Directors and/or Executive Boards' Orientation Meetings.

- 2<sup>nd</sup> Tuesday** **Executive Board Meeting** hosted by the Districts listed on a rotation schedule.
- 15 Deadline: CPA files 990 IRS tax return (or extension).

Odd-Numbered-Year Deadline: President, Directors and Councils' submissions of Directory's Contact information.

- 31 Log in to Beacon State of MD Unemployment website to check for notifications.

### **JUNE**

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## SECTION 1: ADMINISTRATION

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- 15 Deadline: Article submission to *Gardenews* Coordinator.
- 30 Finance Committee conducts six-month review of Budget.
- 30 Office Administrator files Annual Update of Charitable Organization, or immediately following the filing of FGCMMD 990.
- 30 Log in to Beacon State of MD Unemployment website to check for notifications.

### JULY

- 15 Office Administrator requests quarterly report from Baird and distributes to Finance Committee.
- 15 Treasurer/Office Administrator meet to review 2<sup>nd</sup> quarter financial results; i.e., profit & loss, reconciliation of bank accounts, reconciliation of Baird accounts, and reconciliation of donations.
- 20 *Gardenews* published on FGCMMD's website.
- 20 Deadline: Office Administrator files second-quarter Maryland Sales Tax Return.
- 30 Deadline: Office Administrator confirms Payroll Processing Company filed second-quarter MD Unemployment Return.
- 31 Log in to Beacon State of MD Unemployment website to check for notifications.

### AUGUST

- 1 2nd Vice President sends notice to Executive Board Committee Chairman requesting their budget needs for the upcoming year in order to prepare the new Budget. (Allocated committee budget of \$50.00) DO NOT SEND TO COUNCIL CHAIRMEN.
- 15 Notice for September's Executive Board Meeting is sent.
- 15 Office Administrator updates IRS list of FGCMMD's Subordinate Clubs.
- 31 Office Administrator remits NGC Dues.
- 31 Log in to Beacon State of MD Unemployment website to check for notifications.

### SEPTEMBER

- 2<sup>nd</sup> Tuesday Executive Board Meeting** hosted by the Districts listed on a rotation schedule.
- Odd-Number Years Directories are distributed at **Executive Board Meeting**.
- 30 Deadline: Office Administrator prepares and mails to the IRS, the Updated list of FGCMMD's Subordinate Clubs.
- 30 Issue payment of dues rebates to District Treasurers
- 30 Log in to Beacon State of MD Unemployment website to check for notifications.

### OCTOBER

- Various Districts Semi-Annual Meetings.
- 15 Office Administrator requests quarterly report from Baird and distributes to Finance Committee.
- 15 Deadline: Article submission to *Gardenews*
- 15 Notice for November's Executive Board Meeting is sent.

---

## SECTION 1: ADMINISTRATION

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- 15 Treasurer/Office Administrator meet to review 3<sup>rd</sup> quarter financial results; i.e., profit & loss, reconciliation of bank accounts, reconciliation of Baird accounts, and reconciliation of donations.
- 20 Deadline: Office Administrator files third-quarter Maryland Sales Tax Return.
- 30 Deadline: Office Administrator confirms Payroll Processing Company filed third-quarter MD Unemployment Return.
- 31 Log in to Beacon State of MD Unemployment website to check for notifications.

### **NOVEMBER**

- 3 Office Administrator (or State President) sends by Email “Save the Date” for the March Annual Meeting.
- 3 The Finance Committee, per the Bylaws, sends their proposed budget and its recommendation for assessed annual dues to the Executive Board. These may be included with the notice of November Executive Board Meeting.
- 2<sup>nd</sup> Tuesday** **Executive Board Meeting** hosted by the Districts listed on a rotation schedule. Per the Bylaws the proposed budget and recommendation for assessed annual dues are presented for adoption. District Directors submit a name from their District for the Nominating Committee.
- 20 *Gardenews* published on FGCMMD’s website.
- 30 Send dues to CAR-SGC
- 30 Log in to Beacon State of MD Unemployment website to check for notifications.

### **DECEMBER**

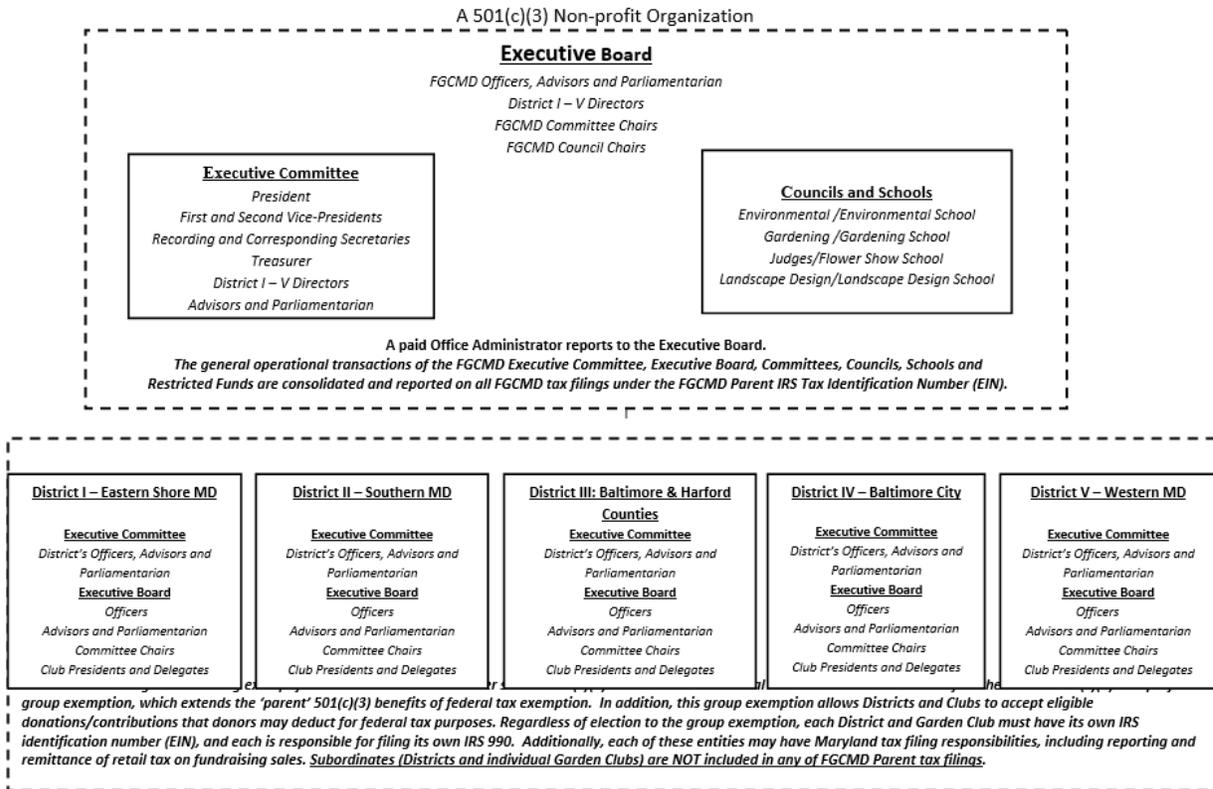
- 15 Notice of January’s Executive Board Meeting sent.
- 16 Treasurer drafts Dues Letter to Club Presidents and Treasurers for following year and emails to Office Administrator for distribution January 4th.
- 17 Treasurer/Office Administrator prepares year end donation spreadsheet and calculates annual donations to be sent to Baird and NGC. No receipts after this date will be deposited or recorded.
- 22 Log in to Beacon State of MD Unemployment website to check for notifications.
- 23 – Jan 1 FGCMMD’s Office closed.

*Revised April 2021*

**FGCMD HISTORY AND ORGANIZATIONAL STRUCTURE**

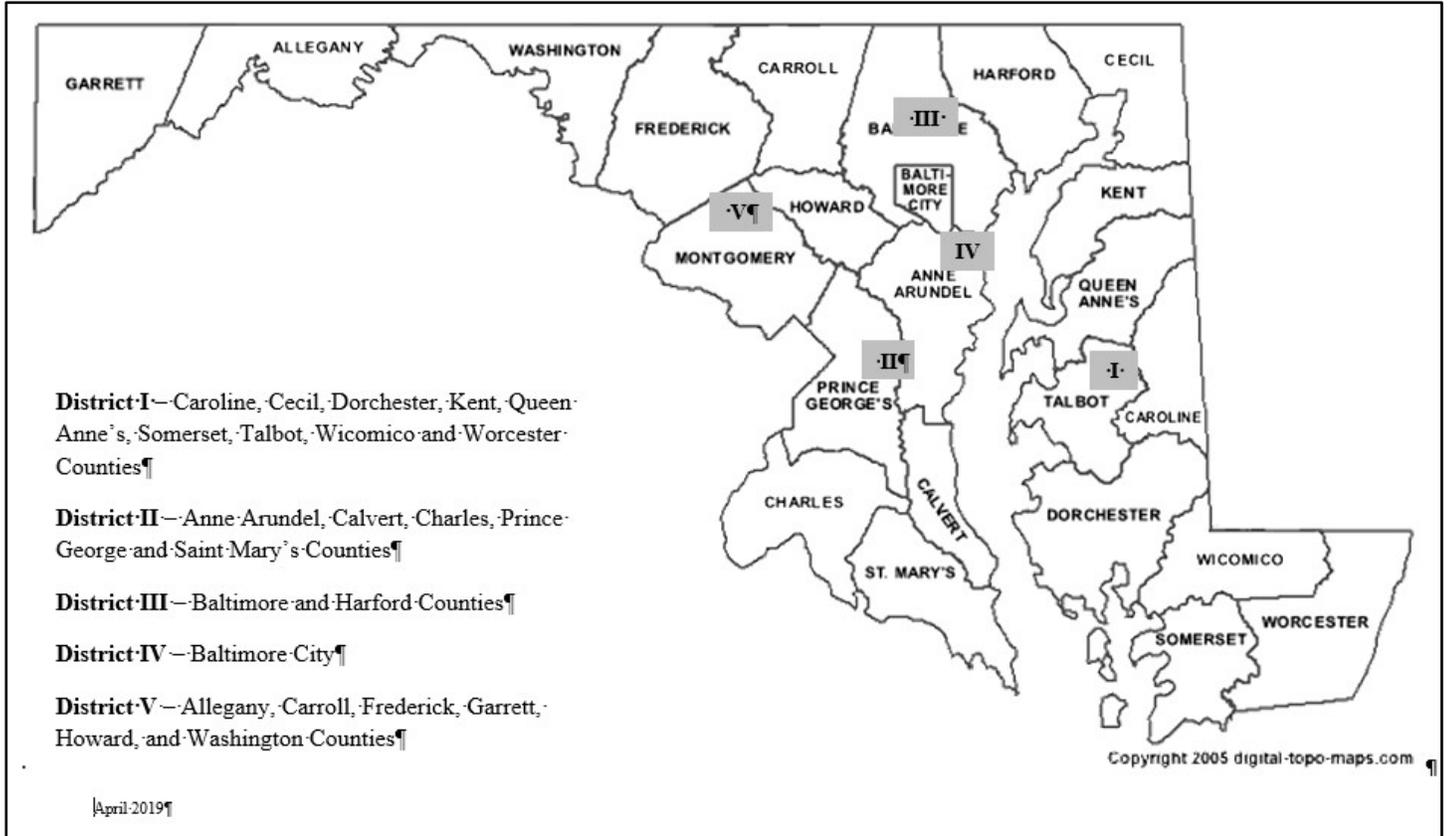
The Garden Club movement in the United States dates back to the late 1800s. In 1926, Maryland was among the first states to form a Federation – The Federated Garden Clubs of Maryland, Inc. (FGCMD). In 1929, Maryland was one of sixteen charter states whose Federations were organized into the National Council of Garden Clubs, Inc., which is now named the National Garden Clubs (NGC). The FGCMD is associated with the Central Atlantic Region of State Garden Clubs, Inc. (CAR-SGC).

**STRUCTURE OF THE FEDERATED GARDEN CLUBS OF MARYLAND, INC.**



The FGCMD is recognized as being exempt from Federal Income Tax under section 501©(3). Councils, Districts, and Individual Garden Clubs are entitled to join the FGCMD 501©(3) non-profit group exemption, which extends the 'parent' 501©(3) benefits of federal tax exemption. In addition, this group exemption allows Councils, Districts, and Clubs to accept eligible donations/contributions that donors may deduct for federal tax purposes. Regardless of election to the group exemption, each Council, District and Garden Club must have its own IRS identification number (EIN) and each is responsible for filing its own IRS 990. Additionally, each of these entities may have Maryland tax filing responsibilities, including reporting and remittance of retail tax on fundraising sales. Subordinates (Councils, Districts and Individual Garden Clubs) are NOT included in any FGCMD Parent tax filings.

## The Five Districts of FGCM



The FGCM, incorporated in 1950, is comprised of five Districts, each led by a District Director. The Directors are members of the FGCM Executive Board and they act as liaisons between the FGCM and the Member Clubs.

### The Mission of FGCM

The Federated Garden Clubs of Maryland, Inc. is a 501(c)(3) organization, whose mission is to provide support, leadership and education for garden clubs and the public about best practices for horticulture, conservation, and landscape design. We encourage the protection of our natural resources, endeavor to create civic beauty, to work for the improvement and protection of roadsides and parks, and award scholarships to further these goals.

### **FGCMD Office – Then and Now**

In 1937, the Federated Garden Clubs of Maryland opened its first office together with the Maryland House and Garden Pilgrimage. The two organizations were invited to use a room in the Hotel Belvedere on 1 E. Chase Street in Baltimore City as an office. In exchange, the two organizations were expected to use the banquet facilities of the hotel when such facilities would be needed. Files, stationery, and miscellaneous supplies were kept at the hotel, and the office was in frequent use by officers and chairmen in accomplishing their tasks. For large-scale organizational undertakings, additional volunteers were recruited. The hotel was the scene for many delightful luncheons and teas!

The undertakings of the two organizations grew to the extent that a part-time secretary was engaged to help. The workload continued to grow, so that by 1950, two secretaries were needed, one for each organization. By the 1970's, the Belvedere could no longer accommodate the FGCMD and the Maryland House and Garden Pilgrimage. The two organizations found space in a small building on the grounds of the YMCA on Chesapeake Avenue in Towson. Operations at that facility continued until February 1982, when both groups moved into the office space at Maryland Presbyterian Church on Providence Road in Towson.

In 2006, thanks to the generous donation by Pauline Vollmer, a member of the FGCMD Woodbrook-Murray Hill Garden Club and the Maryland Horticulture Society, the Vollmer Center was conceived and constructed as an environmentally friendly facility located on the grounds of the Cylburn Arboretum, in Baltimore.

The Vollmer Center would serve as the new home of the Federated Garden Clubs of Maryland, the Maryland Horticulture Society, and the Horticulture Volunteer for Baltimore City. With a much-anticipated move, the Federated Garden Clubs of Maryland relocated to the Vollmer Center in 2010.

### **FGCMD Office Hours and Days of Operation**

FGCMD is fortunate to have Office space at the Vollmer Center on the grounds of the Cylburn Arboretum.

**Office Hours: Tuesday through Thursday 9:00 a.m. – 3:00 p.m.**

The FGCMD office observes any official snow day for Baltimore County schools as well as Presidents' Day, Good Friday, Memorial Day, Thanksgiving and the Friday thereafter, the week between Christmas and New Year's Day. If the Office Administrator attends any FGCMD meetings/events, the office will be closed. **VOLLMER CENTER CLOSED MONDAYS.**

**COVID:** During COVID Baltimore City has closed or limited use of the facilities at Cylburn to the public. As a result, the Office is not open. However our Office Administrator will work from home to ensure the continuity of business and responsiveness to member needs.

Contact information is listed below:

Federation Office Administrator 4915 Greenspring Avenue, Baltimore MD 21209-4542 <b>Mailing Address:</b> PO Box 65172, Baltimore MD 21209-0172	Telephone: 410-396-4842 E-mail: <a href="mailto:office@fgcofmd.org">office@fgcofmd.org</a> Website: <a href="http://www.fgcofmd.org">www.fgcofmd.org</a>
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***It is important to understand that the Office Administrator is contracted to facilitate the general business of the central organization. Individual FGCMO Officers, Committee Chairmen, Council Chairmen, Districts, and member garden clubs are responsible for maintaining and storing their own records, and preparing and distributing their own communications and reports.***

## **FINANCES AND INSURANCE**

### **FGCMO Federal Income Tax Exemption, Tax Returns, 990 Filings and EIN**

The FGCMO, Inc. is recognized as being exempt from Federal Income Tax under section 501(c)(3). Member garden clubs are entitled to join the FGCMO 501(c)(3) non-profit group exemption. This group exemption allows donor's contributions/donations, to the organization/clubs, as tax-deductible donation.

**IRS Tax Return and 990 Filing:** Each District, Council and Clubs are responsible for filing its annual informational tax return(s) regardless of its group exemption election. In addition, each club is responsible for filing its annual 990. The 990 must be filed for the District, Council and Club to keep its tax-exempt 501(c)(3) status. Failure to file the 990 for three consecutive years results in the automatic revocation of the District, Council and Club's 501(c)(3) status.

**Employer Identification Number (EIN):** Federal law requires each District, Council and Club to have an Employer Identification Number (EIN) that must be reported to the FGCMO Central Office which reports it to the Internal Revenue Service (IRS) when its annual 501(c)(3) is filed. An EIN is a Federal Tax Identification Number used to identify an entity. This number has no expiration date.

### **Maryland Sales Tax Requirements**

Maryland Law requires each District, Council and Club, to collect sales tax on all its fundraising events.

**Maryland Sales and Use Tax License Number:** Maryland law requires each District, Council and Club, to obtain a license to collect sales tax. An EIN is required when applying for this license. This license has no expiration date.

**Maryland Sales and Use Tax Return and Tax Registration Number:** Maryland law requires each District, Council and Club to file a Maryland Sales and Use Tax Return and to remit collected sales tax. The registration number is the District's, Council's and Club's tax account number that appears on the Maryland Sales and Use Tax Return. This number has no expiration date.

### **Maryland Sales and Use Tax Exemption Certificate**

**Maryland Sales and Use Tax Exemption Certificate:** This Tax Exemption Certificate can be used for purchasing tangible personal property that will be used in carrying out the State, District, Council and Club's work; e.g., flower shows. This also includes office supplies, equipment and fundraising supplies. It may **NOT** be used to purchase items that will be **donated** to the organization. This certificate is valid for five years from issue.

### **Maryland Resale Certificates**

**Resale Certificates:** Districts, Councils and Clubs may make tax-exempt purchases that they intend to resell or property that will be incorporated into something that they manufacture to sell. To receive this exemption, they must give the vendor a resale certificate. It must include the purchaser's name and address, and the purchaser's Maryland sales and use tax registration number.

### **FGCMD General Liability Insurance**

FGCMD General Liability Insurance, purchased through the brokerage firm of Assured Partners of Maryland, LLC., extends insurance coverage to all Member Clubs/Councils for their flower shows, educational, special and public event. A copy of the certificate of coverage is available on the website under Member Resources.

The coverage pays when the FGCMD or one of its Member Clubs or Councils is found legally liable for a covered occurrence. An example of an occurrence is when a member of the public is injured at a garden show or other sponsored event. Member clubs/councils that require Certificates of Insurance for sponsored event can contact the FGCMD office which can provide a certificate for a specific occasion.

There is no need or requirement for clubs to show evidence of insurance if they go out collectively as a group to tour someone else's gardens, facilities or even to lunch afterwards. The exception to this will be if they sign a rental, lease contract at 3rd party's facility for hosting a function or sales / display stall. Questions or concerns regarding the FGCMD insurance policy can be directed to either the FGCMD President or to the Office Administrator during office hours.

### **FGCMD Directors' and Officers' Liability Insurance**

The FGCMD has a Directors and Officers Liability policy coverage for the parent organization only. The parent organization and the individuals who make day-do-day decisions for non-profit organizations face the potential for personal liability in the event of litigation involving their decisions. Even if the claims are ultimately proved unwarranted the cost of defending against a lawsuit can be devastating, thus the Directors and Officers Liability Insurance provides coverage in the event of such litigation.

## **PROGRAMS AND ACTIVITIES**

### **FGCMD Publications, Councils, Awards and Grants**

- FGCMD publishes a biennial Directory for its Executive Board members, District Board Members, Club Presidents and Council Members.
- FGCMD publishes *Gardenews* tri-annually (July, November& February) on its website: [www.fgcofmd.org](http://www.fgcofmd.org).
- FGCMD maintains a Facebook Page. Districts, Member Clubs and Councils are welcome and encouraged to share accomplishments and community involvements on our FGCOFMD Facebook page. Our "Federated Garden Clubs of Maryland" Facebook page would like to feature and promote Garden Club community activities, gardens, special events, Blue & Gold Star Dedications, flower show dates, news from our "NGC schools", youth gardening, field trips, etc. from all around Maryland. Our clubs are involved, energetic and make a difference in our communities and state. The FGCOFMD Facebook page has a good following and is a perfect venue to promote Garden Club happenings in Maryland! Send Facebook submissions to [facebook@fgcofmd.org](mailto:facebook@fgcofmd.org) . Photos must include photographer photo credit.
- FGCMD Club Presidents receive an electronic edition of Keeping in Touch, a quarterly e-newsletter produced by NGC.
- FGCMD Members have access to an electronic edition of The National Gardener, the official publication of National Garden Clubs, Inc.
- FGCMD biennial Directory lists the four councils of Flower Show Judges, Gardening Consultants, Landscape Design and the Environmental Consultants, which can be a resource for club programs.
- FGCMD Chairs for Civic Improvement and Preservation, Conservation and Environmental Awareness, Garden Therapy, Horticulture, Legislation, Youth Gardening and Contests are a resource for Clubs to establish and/or continue projects that interact with and benefit communities.
- FGCMD membership provides opportunities for individuals and clubs to apply for and win awards and/or purpose-related grants offered by FGCMD, CAR-SGC, NGC and other organizations or corporations who partner with these entities. Full details and award applications are available on the FGCMD website.
- FGCMD Central Office, maintains a database of State, District and Club Members, provides members with pertinent information, and maintains, on its website, a statewide calendar of FGCMD and District events.

### **FGCMD Educational Opportunities**

FGCMD membership provides opportunities for wide contact and collaboration with garden-minded people throughout Maryland and in other states, regions and nations to affect positive outcomes in their communities. Membership in FGCMD offers these educational opportunities:

- **Flower Show School:** For members interested in growing and designing; staging and exhibiting; organizing flower shows and judging. The design curriculum encompasses traditional through contemporary floral arrangements and tablescares. The horticulture curriculum provides information

on plant selection and techniques for preparing show-worthy specimens and container plants.

Attending four courses, writing a flower show schedule, and passing a written exam on the Handbook for Flower Shows earn certification as an NGC Accredited Flower Show Judge. Members are welcome to attend the courses without the objective of becoming an NGC Accredited Flower Show Judge.

- **Gardening School:** For members interested in gardening and horticulture. Topics include basic botany, soils, growing annuals, perennials, trees and shrubs, fruits and vegetables. Lawns, pests and plant diseases, plant classification, pruning and related subjects. Certification for a Gardening Consultant is earned by attending four courses in a seven-year period. Members are welcome to attend the courses without the objective of becoming a Gardening Consultant and schools are open to everyone whether or not they are garden club members.
- **Landscape Design School:** For members interested in landscape design, horticulture, conservation and community planning. Students acquire the tools to make their own gardens more beautiful and easier to maintain and many go on to participate in public projects where a well-designed landscape enhances community life. Certification for a Landscape Design Consultant is earned by attending four courses in a seven-year period. Members are welcome to attend the courses without the objective of becoming a Landscape Design Consultant and schools are open to everyone whether or not they are garden club members.
- **Environmental School:** For members interested in the appreciation of the natural world. Courses teach participants environmental literacy, encourage action for sustainable development, and offer an appreciation for the interrelation of all-natural things. Certification for an Environmental Consultant is earned by attending four courses in a seven-year period. Members are welcome to attend the courses without the objective of becoming an Environmental Consultant and schools are open to everyone, whether or not they are garden club members.
- **Workshops, Lectures, Demonstrations, and Informational Communications** are offered that address floral design, conservation, horticulture, legislation and community action through beautification, garden therapy, preservation, wildlife conservation, youth projects and other subjects.

### **FGCMD Community Connections**

- Keeping Maryland roadsides clear of billboards.
- Placing new and refurbished Blue Star and Gold Star Memorials, Highway and By-Way Markers on Maryland's roads, national cemeteries, veterans' facilities and gardens in honor of those who serve or have served in the U.S. armed Service.
- Aiding district roadside beautification projects with grants from the Alice Rush McKeon Endowment Fund. In collaboration with the State Highways Administration, each of the five Districts takes its turn in selecting areas for tree plantings across the state.
- Preserving Assateague Island as a National Seashore Park.
- Collaborating with the Chesapeake Bay Foundation to protect critical watershed areas with plantings.
- Joining with other environmental organizations, including the University of MD Centers for

Environmental Studies (UMCES), to provide strong vocal and financial support for clean air and water and the preservation of wetlands, endangered lands and open spaces.

- Support for the historical preservation of buildings and sites such as Annapolis' Hammond-Harwood House, Baltimore County's Historic Hampton and Howard P. Rawlings Conservatory and Botanical Gardens.
- Development of the Vollmer Center at Cylburn Arboretum and ongoing support for the building and grounds
- With substantial contributions from Member Clubs, the FGCMMD, the Cylburn Arboretum Association, and the Horticulture Society of Maryland, contributes annually to the funds needed for an Intern at the Cylburn Arboretum. The Intern Program, with the assistance of these three organizations, began in 2011. The Cylburn Association provides volunteers and two professional gardeners on a part-time basis. However, with continued cut backs in Baltimore City's Horticulture Department, there are always additional and continuing needs, such as maintaining new plantings in front of Vollmer, removing invasive plants, and working with and supervising large volunteer groups.

### **Scholarships [see Website for additional details]**

- **Robert Lewis Baker Scholarship:** Depending on the availability of funds, a scholarship may be awarded annually to a qualified Maryland resident student for study in Ornamental Horticulture or Landscape Architecture.
- **FGCMD Scholarship:** Depending on the availability of funds, a scholarship may be awarded annually to a qualified Maryland resident student.
- **NGC Scholarship:** FGCMMD may submit the name of one qualified applicant each year for consideration for a scholarship.
- **CAR-SGC Scholarship:** FGCMMD may submit the name of one qualified applicant each year for consideration for a scholarship.
- **Life Memberships:** Members may support scholarships by becoming a State Life Member for a \$75.00 fee, a Regional Life Member for a \$50.00 fee, or a National Life Member for a \$200.00 fee. Donations may also be made to the Life Scholarships.

### **Regional and National Outreach Projects**

FGCMMD coordinates member donations that benefit State, Regional and National outreach programs, which promote civic and environmental responsibility for the following projects.

- **Habitat for Humanity:** Landscaping that assists homeowners in establishing low-maintenance, environmentally friendly gardens.
- **Natural Disaster Relief:** To replant, restore and beautify public areas damaged or destroyed by a natural disaster.
- **Penny Pines:** A fund to sustain forests through the education and reforestation of fire or otherwise damaged U.S. National Forests. NGC collaborates with the USDA Forest Service.

Member donations fund these worthwhile philanthropic endeavors!

Please encourage continuing support from clubs and individuals in their budgeting process and to consider donating memorial gifts and honorariums.

With the exception of Penny Pines, mail all donations to the FGCMMD Central Office. Please make checks payable to FGCMMD with the fund name for the purpose of the donation noted on the check's memo line. Thank you.

### **NGC Blue Star Markers: Purpose and Locations**

The Blue Star Program honors all men and women that serve in the United States Armed Services. This program began with the planting of 8,000 Dogwood trees by the New Jersey Council of Garden Clubs in 1944 as a living memorial to veterans of World War II. In 1945, the National Council of State Garden Clubs (now NGC, Inc.) adopted this program and began a Blue Star Highway system that covers thousands of miles across the Continental United States, Alaska, and Hawaii. Blue Star Memorial Highway Markers were placed along the way. The Blue Star was adopted because it had become an icon in World War II and was seen on flags and banners in homes for sons and daughters away at war as well as in churches and businesses.

If your club is interested in sponsoring a Blue Star Marker in your area, contact your District Chair for information and guidance. Below is a list of Markers sponsored by FGCMMD member clubs.

1. Highway Marker- northbound roadside north of the Potomac River Bridge in Charles County 1953. Relocated to Maryland Veterans Museum, Newberg, MD in 2013. Sponsor FGCMMD.
2. Highway Marker- Chesapeake Bay Bridge, median strip west of Sandy Point Park, 1953. Removed and retired. Sponsor FGCMMD.
3. Highway Marker Median .3 miles south of MD 304 and 301 Queen Anne's County, 1953. Sponsor FGCMMD. Removed, refurbished, relocated in 2013 to Jeff Davis Post 18 American Legion, 2619 Centreville Rd., Centreville, MD. Sponsor: American Legion and Queen Anne's Garden Club.
4. Highway Marker - Interchange with Maryland Rte. 70/Roscoe Rowe Blvd 1962. Removed, refurbished, relocated in 2008 to Rowe Blvd/Bestgate Road. Sponsor FGCMMD.
5. Highway Marker - Southbound roadside at MD/Delaware State Line, Warwick/Cecil County, 1960. Relocated refurbished, re-dedicated 2013 Bay Country Welcome Center Route 301/50. Sponsor FGCMMD.
6. Highway Marker - Hayden Hope Picnic area 22 miles north of Bay Bridge 1973. Removed, Relocated, Re-dedicated in 2006 to entrance of the By Country Welcome Center at Hayden Road. Sponsor FGCMMD.
7. Highway Marker - Median at Cheltenham Veterans Cemetery in Prince George's County 1973. Rededication in 2009 of lost marker. Sponsors MD SHA and FGCMMD.

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8. Highway Marker - Westbound roadside west of the Severn River Bridge, now the Pearl Harbor Bridge, in Anne Arundel County. Refurbished and rededicated 2011. Sponsors Severn River GC and the Garden Club of Annapolis.
9. Memorial Marker - the grounds of Hoffman Automotive, Hagerstown, MD 2002. Sponsor: Hagerstown Garden Club.
10. By-Way Marker – Worcester County Veteran’s Memorial at Ocean Princes, MD, Route 589 Berlin Md 2006. Sponsor Worcester County Garden Club.
11. By-Way Marker – Oxford Community Park, Oxford MD 2007 dedicated 2011. Sponsor the Oxford Garden Club.
12. Highway Marker – Route 50/301 Davidsonville Park and Ride, Davidsonville, MD 2007. Sponsor FGCMMD.
13. By-Way Marker – St. Paul’s Episcopal Church Cemetery, Waldorf, MD 2008. Sponsor La Plata Garden Club.
14. By-Way Marker – Port Tobacco Courthouse, Port Tobacco, MD 2010. Sponsor the Charles County Garden Club.
15. By-Way Marker – The American Legion Ridge Post, Ridge, MD 2011
16. Memorial Marker – Calvert County Tourist Information Center, Solomons Island Road, 2011 Sponsor Calvert Garden Club.
17. Memorial Marker - Baltimore City, near the intersection Reisterstown Rd and Gwynns Falls Parkway near the Howard Rawlings Conservatory. Dedicated-November 2011. Sponsors-Mt. Washington Garden Club, District IV, FGCMMD, Inc.
18. By-Way Marker; Maryland Veterans’ Cemetery, Hurlock, Maryland, 2012. Sponsor the Dorchester Garden Club
19. Memorial Marker; WWII Memorial Overlook, Annapolis, MD - Route 450 at Naval Academy Bridge, 1920 Ritchie Highway, Annapolis, MD, 2012. Sponsor-District II of the Federated Garden Clubs of MD, Inc.
20. By-Way Marker; Veterans’ Park, State Rt. 219, Oakland, MD 2012. Sponsors- The Mountain Laurel Garden Club, the American Legion, the VFW.
21. By-Way Marker; Western Maryland Hospital Center, Pennsylvania Avenue, Hagerstown, MD, 2013 Sponsors-Hagerstown Town and Country Garden Club
22. By-Way Marker; Crofton Village Library 1681 Riedel Rd, Crofton, MD 21114, 2013. Sponsor Crofton Village Garden Club
23. By-Way Marker; Ellicott City Visitors Center, 3691 Sarah’s Lane, Ellicott City, MD 21041, 2013. Sponsor Howard County Garden Club. Original marker washed away in the Ellicott City flood July 30, 2016. Howard County Garden Club received Natural Disaster Relief from National Garden Clubs, Inc. Funds were provided for a new BY-Way Marker, that was re-dedicated November 11, 2017. Please note a second marker was purchased through the NGC Natural Disaster Relief. This marker was also lost in the flood of Ellicott City on May 27, 2018. Another BY\_WAY MARKER has been ordered and will be

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relocated at the Miller Branch Howard County Library, 9411 Frederick RD, Ellicott City, MD 21042. The re-dedication will take place in 2021.

24. Highway Marker; Governor Nice Bridge, Newberg, MD, Charles County located on the eastbound side of the tollbooth, crossing the Potomac River from VA into MD, 2013. Sponsors The Federated Garden Clubs of MD, Inc. in celebration of the 60<sup>th</sup> Anniversary of MD RT 301 South, in collaboration with the Maryland Transportation Authority. This is the first collaboration with the MD Transportation Authority.
25. Highway Marker; Westbound side of the Bay Bridge, Anne Arundel Co., Route 301/50, 2013
26. Sponsor- The Federated Garden Clubs of MD, Inc. in celebration of the 60<sup>th</sup> Anniversary of MD RT 301 South, in collaboration with the MD State Highway Administration NOTE: MARKER DESTROYED BY SNOWPLOW in 2018. Marker will not be replaced.
27. Highway Marker; Route 301/50 Eastbound; east side of Romancoke Road (Thompson Creek Rd.) Park and Ride in Stevensville, MD, parallel to Route 301/50East, 2013. Sponsor- The Federated Garden Clubs of MD, Inc. in celebration of the 60<sup>th</sup> Anniversary of MD RT 301 South, in collaboration with the MD State Highway Administration.
28. 27. By-Way Marker; Baker Historical Park, Frederick, MD 21701, 2014. Sponsor- Tasker's Chance Garden Club.
29. Blue Star Memorial Marker, Route 40 West Rest Center before Hagerstown, 2015. Sponsor District V of the Federated Garden Clubs of MD, Inc.
30. Blue Star Memorial Marker Dedication, Longmeadow in Hagerstown, MD, 2015. Sponsor by the Antietam Garden Club
31. Blue Star By-Way Marker at GC at Historic Jerusalem Mills, 2016. Sponsor Joppatowne Garden Club
32. Blue Star Memorial, Cromwell Bridge Road Park and Ride the April 23,2016. Sponsor Glen Arm Garden Club
33. Blue Star Memorial at the Patuxent River Naval Air Museum, 2016. Sponsor the St Mary's County Garden Club
34. Blue Star Memorial Marker, Visitors' Center, 11440 Ocean Highway, Princess Anne, MD, 2017. Sponsor the Somerset Garden Club;
35. Blue Star By-Way Memorial Marker at the Historic Pine Grove Chapel & Cemetery, South Main Street, Mount Airy, MD, 2017. Sponsor the Mt. Airy Garden Club;
36. Blue Star Memorial Marker, at the Baltimore National Cemetery, 5501 Frederick Avenue, Catonsville, MD, 2019. Sponsor FGCMD District III.
37. Blue Star BY-Way Marker at the Women's Club Garden, 31 S. Prospect St., Hagerstown, MD, 2019. Sponsor the Crossroads Garden Club
38. Blue Star Memorial Marker at the Loudon Park National Cemetery inside the gate, 3445 Frederick Avenue, Baltimore, MD, 2019. Sponsor FGCMD District IV
39. Blue Star Memorial Marker at the Annapolis National Cemetery, 800 West Street, Annapolis, MD, 2019. Sponsor the Four Rivers Garden Club

40. Blue Star Memorial Marker at the Youghiogheny Overlook Welcome Center, Interstate 68 Eastbound, Friendsville, MD. Marker dedication TBD. Sponsor Mountain Laurel Garden Club
41. Blue Star By-Way Marker, sponsored by the Howard County Garden Club. Marker dedicated at the Howard County Public Library on TBD. Note: this is the third By-Way Marker to be installed. The other two were swept away in the two floods of Ellicott City. HCGC received a grant of \$2,000 from the NGC Natural Disasters Fund in 2020.

### **NGC Gold Star Markers**

Gold Star Families is a non-profit organization created to provide support to those who have lost a loved one in service to our country through the United States Armed Forces. Their mission is to offer honor, hope and healing through remembering fallen heroes by coming together. The name Gold Star came from the custom of families of service members hanging a banner called a service flag in the window of their homes. The service flag had a star for each family member in the United States Armed Forces. Blue Stars represented living service members while a Gold Star represented those who had lost their lives. NGC clubs work with Gold Star Families to honor our fallen heroes with Gold Star Markers. Maryland is proud to have sponsored the following.

1. NGC Gold Star Memorial Marker, First Gold Star Memorial in the state. at the Eastern Shore Veterans Cemetery, 6827 East New Market Ellwood Rd., Hurlock, MD 21643, dedication TBD. Sponsor the Federated Garden Clubs of MD, Inc
2. Second NGC Gold Star Memorial Marker, Gold Star Marker in the state. Marker to be dedicated on the grounds of the Crisfield, Maryland, Library, 100 Collins St., Crisfield, MD 21817, Date TBD. Sponsors the Crisfield American Legion in cooperation with the Somerset County Garden Club.

## **Scholarships**

*Funding for these scholarships comes from Life Memberships and the generous support of garden clubs and individuals. To support scholarships, please consider becoming an NGC Life Member (\$200; [www.gardenclub.org](http://www.gardenclub.org)) or a CAR-SGC Life Member (\$50, [www.car-sgc.org](http://www.car-sgc.org)) or a FGCMMD Life Member (\$75; send to FGCMMD office). Donations, memorial or honorary contributions to the FGCMMD Scholarship Fund also are most appreciated and may be mailed to the FGCMMD office.*

**National Garden Clubs, Inc. (NGC)** – Awarded annually; one student’s application may be submitted by Federated Garden Clubs of Maryland, Inc. to the NGC scholarship board each year.

**Application deadline: FEBRUARY 1**

**Central Atlantic Region-State Garden Clubs (CAR-SGC)** – Awarded annually; one student’s application may be submitted by Federated Garden Clubs of Maryland, Inc. to the CAR-SGC scholarship board each year. Scholarships are presented at the Fall Conference.

**Application deadline: JULY 1**

**Federated Garden Clubs of Maryland, Inc. (FGCMMD)** – Awarded annually, depending upon funds available.

**Application deadline: FEBRUARY 1**

**Eligibility:** One-year grants are available to college juniors, seniors or graduate students pursuing a Masters Degree. Application may be made by sophomores for grants to be awarded in their junior year.

- An applicant must be a legal resident of Maryland, and must attend an accredited college or university in the United States listed on the official website of the U.S. Department of Education. International or foreign exchange students are not eligible.
- An undergraduate applicant must be a full-time student enrolled for a minimum of 12 graded hours of classes. A graduate applicant pursuing a Master’s degree must be enrolled for a minimum of 9 graded hours. Study abroad on fellowships or internships is not eligible; funds may be applied to studies overseas provided that the study is a condition of the recipient’s degree plan and that payment continues to be made to the accredited U.S. college or university.
- An applicant must be planning a career related to gardening, landscape design, environmental issues, floral design or horticulture, and must be majoring in one of the following fields: Agriculture Education, Agronomy, Biology, Botany, City (Rural & Urban) Planning, Environmental Concerns (Management: Environmental, Horticulture Resource/Environmental Behavior) Environmental Conservation/Engineering, Floriculture, Forestry, Habitat or Forest/Systems Ecology, Horticulture, Landscape Design, Land Management, Plant Pathology/Science, Wildlife Science and/or other related or allied subjects.
- An applicant must have at least a 3.25 grade point average (on a 4.0 scale).
- A student receiving an NGC scholarship is ineligible for CAR-SGC grant in the same year.

Application: Students must submit the NGC Scholarship Application Form and all required inclusions to apply for NGC, CAR-SGC and FGCMMD Scholarships described above. Only one application packet need be submitted.

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Information will be forwarded as necessary to the appropriate scholarship board (s). Complete information including the scholarship application and required forms is available at [www.fgcofmd.org](http://www.fgcofmd.org) and [www.gardenclub.org](http://www.gardenclub.org). An applicant must submit one complete, unbound, unstapled packet as instructed, to be received by the NGC/CAR-SGC/FGCMD Scholarships Chairman by the required deadline. A student may reapply by submitting a complete, new packet in the following year(s).

**Robert Lewis Baker Memorial Scholarship Fund.** Awarded annually; depending upon funds available, one or more scholarships may be granted.

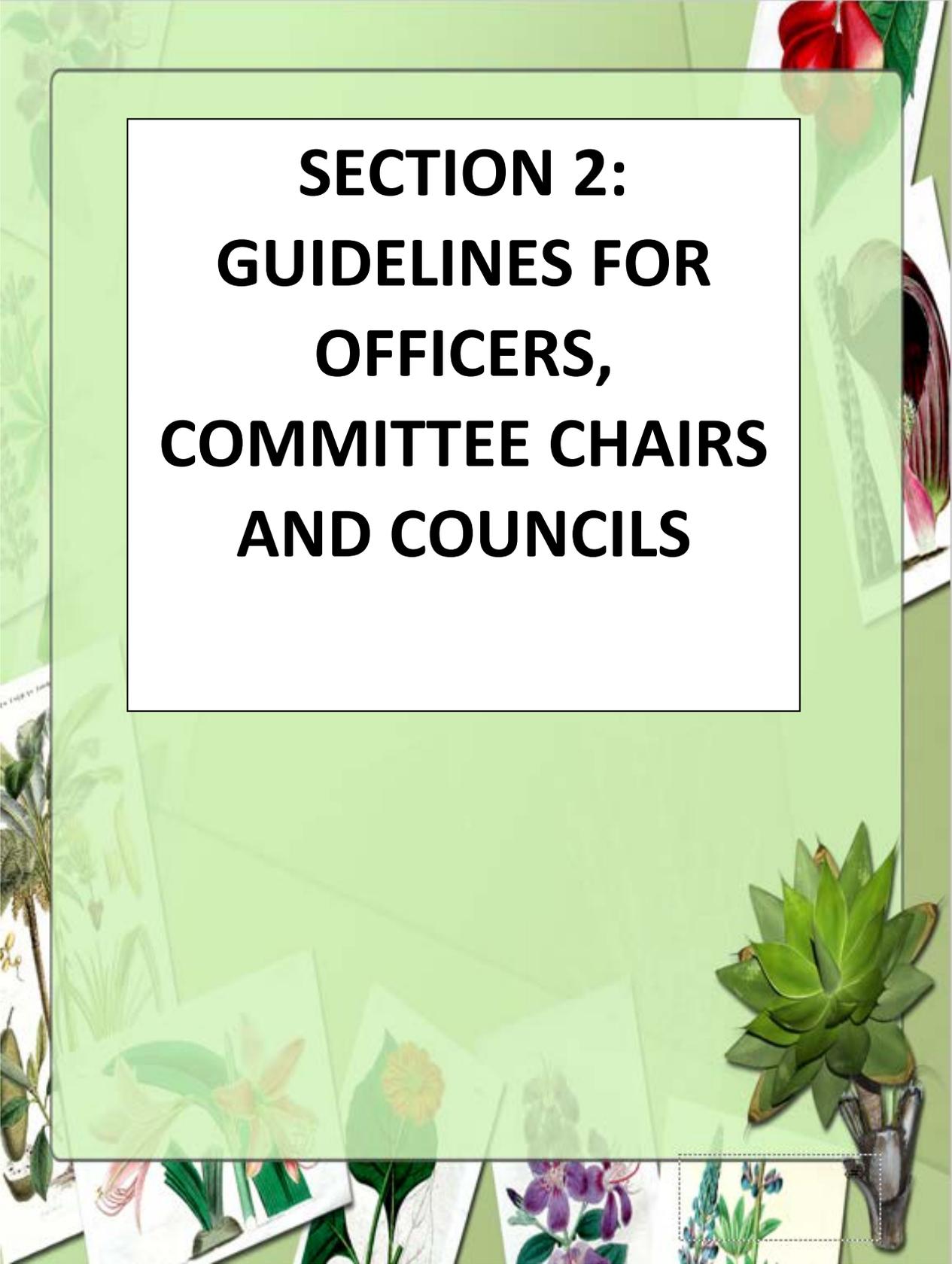
**Eligibility:** One-year grants are available to qualified college juniors, seniors or graduate students.

- An applicant must be a legal resident of Maryland, and must attend an accredited college or university in the United States.
- Course studies must lead to a degree in Ornamental Horticulture or Landscape Architecture.
- Funds may be applied only to tuition, course fees, books or course-required materials.

**Application:** An applicant must submit one complete packet as instructed, to be received by the Robert Lewis Baker Memorial Scholarship Fund Chairman by FEBRUARY 1. The packet must include all (and only) the following materials:

1. The completed National Garden Club Scholarship application, available at [www.gardenclub.org](http://www.gardenclub.org).
2. A personal letter by the applicant discussing background, career goals, financial need, and commitment to the chosen field of study, limited to two typewritten pages.
3. The applicant's complete official academic transcript to include the most recent grading period and cumulative grade point average.
4. A list of the applicant's extra-curricular activities and/or honors received in high school or college.
5. Three letters of recommendation, each limited to one typewritten page. Letters should be on official 8. stationery if possible, and should give the name, address and position of the writer. Letters should address the applicant's scholastic ability, character reference and work-related experience.

A student may reapply by submitting a new packet the following year(s), but is limited to receiving a maximum of two Robert Lewis Baker Memorial Scholarship Fund grants.

The background of the page is a collage of various botanical illustrations. It includes a red anthurium-like flower in the top right, a purple orchid-like flower in the bottom center, a green succulent-like plant in the bottom right, and several other smaller floral and leaf drawings scattered throughout. The overall color palette is light green and white.

**SECTION 2:  
GUIDELINES FOR  
OFFICERS,  
COMMITTEE CHAIRS  
AND COUNCILS**

## SECTION 2: GUIDELINES FOR OFFICERS, COMMITTEES AND COUNCILS

### DUTIES OF FGCMO OFFICERS

[from FGCMO bylaws, Article V - Officers, with supplemental information added in italics and offset in colored boxes]

**President:** 'The President shall call to order, preside at and adjourn the meetings of the membership, Executive Board and Executive Committee, shall appoint chairmen for all committees except the Finance and Nominating Committees, shall serve ex-officio on all committees except the Nominating Committee, shall represent FGCMO at meetings of NGC and the Central Atlantic Region of State Garden Clubs (CARSGC), shall communicate the business of NGC and CAR-SGC to the membership, and shall perform such other duties as prescribed in these Bylaws or as applicable to office as prescribed by the parliamentary authority adopted by FGCMO, and at the direction of the Executive Board.'

*Also, the President:*

- *Maintains and compiles a supplemental 'detail' book or file of events, calendars and schedules, financial record, correspondence, procedures or guidelines, etc. to be passed along to her successor for continuity.*
- *Prepares periodic reports to the Executive Board and an annual report to the membership for the FGCMO Annual Meeting each March, with a copy of any report to the Recording Secretary.*

**First Vice-President:** 'The First Vice-President shall serve the unexpired term in the event of vacancy in the office of President, shall serve on the Finance Committee, shall coordinate the work of committees and receive their reports and records, and shall perform such other duties as prescribed in these Bylaws or as applicable to office as prescribed by the parliamentary authority adopted by FGCMO, and at the direction of the Executive Board.'

*Also, the First Vice-President:*

- *Presides at any FGCMO meeting in the absence of the President and/or at the President's request.*
- *Attends FGCMO functions, CAR-SGC meetings, and meetings of NGC if possible or in the absence or request of the President.*
- *Coordinates FGCMO Committee Chairmen, calling committee meetings as needed and reporting the outcome of meetings directly to the President.*
- *Serves as a Member of the Scholarship Committee*
- *Secures and recommends candidates for service on the CAR-SGC and NGC Boards, with applications signed by the President before being sent on to CAR-SGC and NGC Boards in May of the first year in an administration.*

- *Maintains the 1<sup>st</sup> Vice-President's supplemental 'detail' file of events, calendars and schedules, financial records, correspondence, procedures or guidelines, etc., to be passed along to her successor for continuity.*
- *Prepares periodic reports to the Executive Board and an annual report to the membership for the FGCMD Annual Meeting each March, with a copy of any report to the Recording Secretary.*

**Second Vice-President:** 'The Second Vice-President shall serve the unexpired term in the event of vacancy in the office of First Vice-President, shall serve as chairman of the Finance Committee, and shall perform such other duties as prescribed in the Bylaws or as applicable to office as prescribed by the parliamentary authority adopted by FGCMD, and at the direction of the Executive Board.'

*Also, the Second Vice-President:*

- *Presides at any FGCMD meeting in the absence of the President and 1<sup>st</sup> Vice-President, and/or at the President's request.*
- *Attends FGCMD functions, CAR-SGC meetings and meetings of NGC if possible or in the absence or request of the President.*
- *Is responsible for the operation of the FGCMD office and assists the Office Administrator when necessary.*
- *As Chairman, convenes regular meetings of the Finance Committee for review of investments and financial performance, and additional meetings as needed in advance of the November Board meeting to adequately allow for budget preparation. Presents the proposed budget to the Executive Committee for approval.*
- *Records the minutes of the Finance Committee and maintains a file of minutes and motions to be stored at the FGCMD office.*
- *Executes remembrances of the Office Administrator, to include her birthday, Administrative Assistant's Day (in April) and a Holiday gift/cash bonus.*
- *Maintains and compiles a supplemental 'detail' file of events, calendars and schedules, financial records, correspondence, procedures or guidelines, etc. to be passed along to her successor for continuity.*
- *Prepares periodic reports to the Executive Board and an annual report to the Membership for the FGCMD Annual Meeting in March, with a copy of any report to the Recording Secretary.*
- *Important Dates to remember:*

***APRIL - Administrative Assistant's Day:*** *Collect from the Executive Committee for a card and gift for Administrative Assistant. Either have signed by Officers, Parliamentarian and Advisors or sign their names.*

***AUGUST – Budget Letters to Committee Chairmen*** *(not council Chairmen) regarding their expected expenditures for the coming year (for budget purposes). Sample letter available and sent by email.*

***OCTOBER Finance Committee Meeting:*** *Start work on budget for the incoming year. The budget proposal is sent to the Executive Board for review. (Bylaws: Not less than seven (7) days prior to the*

*November meeting of the Executive Board, the Finance Committee shall submit to the Executive Board a proposed budget for the following year...)*

**NOVEMBER - State Board Meeting:** *Present budget to the Executive Board. Some parts of the budget may need explanation before the President asks for a motion to approve it.*

**DECEMBER – Holiday Contribution for Office Administrator Christmas:** *solicit donations from the Executive Committee*

**As Needed – Birthday Recognition for Office Administration:** *Need a card as above and gift, perhaps a money card.*

**Recording Secretary:** ‘The Recording Secretary shall keep records of Bylaws and Standing Rules as adopted and amended, shall record the minutes of the meetings of the membership, Executive Board and Executive Committee, shall distribute minutes in a timely manner, and shall perform such other duties as prescribed in these Bylaws or as applicable to office as prescribed by the parliamentary authority adopted by FGCMD, and at the direction of the Executive Board.’

*Also, the Recording Secretary:*

- *Sends draft minutes of all meetings to the President for approval no later than one week following the meeting date. After approval by the President, forwards minutes to the Office Administrator for distribution. President forwards minutes to relevant members.*
- *Records the complete text of any motion in the minutes. If a Treasurer’s report is presented at any meeting, the complete report is to be attached to those minutes. The Recording Secretary shall keep a complete book of minutes for her term.*
- *Responsible for recording and filing all minutes in the FGCMD minutes book at the FGCMD office. The Book of Motions shall be compiled for each two-year term and these books shall not be removed from the Office.*
- *Maintains and complies a supplemental ‘detail’ file of calendars and schedules, financial records, correspondence, procedures or guidelines, etc. to be passed along to her successor for continuity.*
- *Prepares periodic reports to the Executive Board and an annual report to the membership for the FGCMD Annual Meeting each March.*

**Corresponding Secretary:** ‘The Corresponding Secretary shall receive proposals for membership, resignations, and requests for special meetings for report to the Executive Board, shall issue timely notice for the meetings of the membership, Executive Board and Executive Committee, shall receive and appropriately acknowledge donations to FGCMD and NGC general funds memorials, scholarships, special funds of projects and shall maintain the records of such donations, shall carry out correspondence at the direction of the President or Executive Board, and shall perform such other duties as prescribed in these Bylaws or as applicable to office as prescribed by the parliamentary authority adopted by FGCMD, and at the direction of the Executive Board.’

*Also, the Corresponding Secretary:*

- *Compiles and maintains a master record of all donations received through FGCMMD in each calendar year, to include the purpose of the donation, donor's name and mailing address, and amount of donation. A copy of the master list is to be provided to the Treasurer, the Office Administrator, and the tax accountant at year-end for tax purposes. The Corresponding Secretary and Treasurer shall reconcile accounts annually.*
- *Shall be responsible for sending donation acknowledgements, and from FGCMMD funds, expression of sympathy of flowers or memorials on death of incumbent Board Members and Past FGCMMD Presidents. All other expressions of sympathy shall be at the discretion of the Executive Committee of the Executive Board.*
- *Compiles a supplemental 'detail' file of calendars and schedules, financial records, correspondence, procedures or guidelines, etc. to be passed along to her successor for continuity.*
- *Prepares periodic reports to the Executive Board and an annual report to the membership for the FGCMMD Annual Meeting each March, with a copy of any report to the Recording Secretary.*

**Treasurer:** 'The Treasurer shall serve as vice-chairman of the Finance Committee, shall prepare annual financial reports for the meetings of the membership in March and periodic financial reports or meetings of the Executive Board, and shall perform such other duties as prescribed in these Bylaws or as applicable of office as prescribed by the parliamentary authority adopted by FGCMMD, and at the direction of the Executive Board.'

Standing Rules VI. Finances 5. "The incumbent FGCMMD Treasurer's duties end on March 31st of an election year if the Annual Meeting is reconciled and the current Maryland and IRS taxes are filed, otherwise duties continue until these tasks are completed."

*Also, the Treasurer:*

- *Annually, reminds Districts, Councils and clubs of their tax filing responsibility. Communicates periodic tax or other pertinent information on changes in tax policy or obligation to the membership as needed.*
- *Is responsible for the timely and complete filing of taxes, with the assistance of the Office Administrator, coordinates the compilation and delivery of consolidated financial information to the tax accountant for preparation of the FGCMMD 990 and other returns.*
- *Is responsible for the preparation of the final budget and its oversight. Prepares periodic reports to the Finance Committee and the Executive Board.*
- *Maintains and compiles a supplemental 'detail' file of calendars and schedules, financial records, correspondence, procedures or guidelines, etc. to be passed along to her successor for continuity.*

- *Prepares periodic reports to the Executive Board and an annual report to the membership for the FGCMC Annual Meeting each March, to include a summary of income, expense and investment activity for the prior year, with a copy of any report to the Recording Secretary.*
- *At the beginning of their two-year term, the treasurer becomes a signer on the relevant bank account(s), monitors balances and manages cash flow to ensure the organization's solvency.*
- *The treasurer takes the lead in helping the rest of the board form financial policies such as who can access funds, who has check-signing authority, how expenses get reimbursed, use of the organization's credit card and handling of small cash expenses.*
- *The treasurer is the primary liaison with our Investment Broker, monitoring profitability and authorizing any withdrawals/transfers.*
- *The Treasurer is responsible for facilitating the preparation of an annual budget, as well as regularly monitoring and comparing the actual revenues and expenses incurred against such budget. The development of a budget that supports the organization's goals and drives decision-making is an important part of an organization's success. Milestones for the budget process are included in the administrative calendar. The final budget is reviewed and approved by the board; however, the Treasurer should be prepared to explain and justify the document.*
- *Following the Administrative Calendar, ensures all administrative, legal and financial filing deadlines are met. (It is suggested that the calendar be checked monthly.)*
- *This includes ensuring the completion of, required financial reporting forms (including the IRS Form 990) in a timely manner and communicating with our Clubs to ensure their awareness and compliance with this requirement.*
- *At the beginning of the year, completes analysis to determine funds available for Alice Rush McKeon and Scholarship programs.*
- *Ensures completion of an annual audit.*
- *While reports are generated by the Office Administrator, the Treasurer should have thorough knowledge and understanding of the organization's financial reports. The Treasurer should keep the Finance Committee and Board apprised of key financial events, trends, and concerns, and her assessments of the organization's fiscal health.*
- *Ultimately, while financial management is the primary focus of the Treasurer, the entire board shares the responsibility of financial oversight and accountability.*

## **DUTIES OF FGCMDCOMMITTEES AND COMMITTEE CHAIRMEN**

*[from the FGCMDC bylaws, with supplemental information added – text shaded in blue boxes]*

### **Article VII – Committees**

**Section 1. Standing Committees:** there shall be the following Standing Committees:

- a. **The Annual Meeting Committee**, composed of a chairman appointed by the President, and a vice chairman selected by the chairman, and any number of members who may be appointed by the chairman, shall arrange for the facility, speaker, guest accommodations, protocol, decoration, meals and seating as applicable for the annual meeting of the membership, subject to budget allowances or other objectives as determined by the Executive Board.
- b. **The Awards and Flower Show Evaluation Committee**, composed of a chairman appointed by the President, and a vice-chairman selected by the chairman, the Flower Show Evaluation representative appointed by Judges Council, the counterpart representatives from each district, and any number of members who may be appointed by the chairman, shall communicate about and coordinate timely submission of member applications for FGCMDC, CAR-SGC and NGC awards.
- c. **The Civic Improvement and Preservation Committee**, composed of a chairman appointed by the President and a vice-chairman selected by the chairman, the counterpart representatives from each district, and any number of members who may be appointed by the chairman, shall communicate with and coordinate the interests of the membership in establishing, restoring, and preserving public arboreta and gardens, historic sites, nature centers, parks, preserves, Blue Star Memorials, and wildflower, roadside and community plantings.
- d. **The Communications Committee**, composed of the Directory Committee, Gardenews, Publications and Publicity, Webmaster and Social Media Committee.
  - i. **Directory Committee**, composed of a chairman appointed by the President, and a vice-chairman selected by the chairman, and any number of members who may be appointed by the chairman, shall coordinate and carry out the biennial publishing of the FGCMDC Directory to include citation of the then-current amount of annual member dues, and shall disseminate timely updates between publication dates to members of the Executive Board.
  - ii. **Gardenews, Publications, and Publicity, Webmaster and Social Media Committee**, composed of a chairman appointed by the President, and a vice-chairman selected by the chairman, the counterpart representative from each district, and any number of members who may be appointed by the chairman, shall coordinate the issuance of any printed or electronic newsletter or publication, shall coordinate matters related to the design and content of any FGMD website, and shall coordinate with other committees and with the Executive Board to communicate the interests of FGCMDC to the public and to organizations with a related objective.
- e. **The Conservation and Environmental Awareness Committee**, composed of a chairman appointed by the President and a vice-chairman selected by the chairman, the counterpart

representatives from each district, and any number of members who may be appointed by the chairman, shall communicate with and coordinate the interests of the membership in good practices and education in conservation and protection of birds, butterflies, other wildlife, and natural resources.

- f. **The Finance Committee**, composed of the First Vice-President, Second Vice-President, Treasurer, Immediate Past FGCMDC President, and one individual appointed by the President, shall recommend the annual budget and the amount of member dues to the Executive Board, shall purchase insurance as required by law or as authorized by the Executive Board, shall assure compliance with statutory requirements to include the filing of reports and returns, and shall perform such other duties as directed by the President or Executive Board. The Second Vice-President shall serve as chairman of the Finance committee, with the Treasurer as vice-chairman.
- g. **The Fundraising Committee**, composed of a chairman appointed by the President, and a vice chairman selected by the chairman, and any number of members who may be appointed by the chairman, shall coordinate and carry out fundraising programs or events to support FGCMDC operating requirements as determined by the Executive Board.
- h. **The Garden Therapy Committee**, composed of a chairman appointed by the President, the counterpart representatives from each district, and any number of members who may be appointed by the chairman, shall communicate NGC or FGCMDC guidelines and educational information to further the interest of the membership in conducting Garden Therapy programs or mentorships, and shall receive reports and maintain records concerning Garden Therapy activities of member clubs.
- i. **The Horticulture Committee**, composed of a chairman appointed by the President and a vice chairman selected by the chairman, the counterpart representatives from each district, and any number of members who may be appointed by the chairman, shall communicate with and coordinate the interests of the membership in good practices, protection of plants, and education in horticulture, and in indoor, outdoor, and container gardening.
- j. **The Legislation Committee**, composed of a chairman appointed by the President and a vice chairman selected by the chairman, the counterpart representatives from each district, and any number of members who may be appointed by the chairman, shall promote advocacy and communicate information to the membership regarding pending or existing legislation affecting the horticulture, conservation, preservation and environmental interests of the membership, provided that the actions of such committee shall not conflict with the provisions of Article II of the Bylaws.
- k. **The Membership and Affiliations Committee**, composed of a chairman appointed by the President, the counterpart representatives from each district, and any number of members who may be appointed by the chairman, shall communicate information and refer prospective individual members to an available member club, shall communicate and assist prospective member clubs in applying for membership in FGCMDC, and shall communicate information from FGCMDC to, or to FGCMDC from, horticultural and plant societies, and conservation, environmental, garden, preservation or such other organizations with which affiliation has been deemed appropriate by the Executive Board.

- i. **National and Regional Projects Committee**, composed of a chairman appointed by the President, the counterpart representatives from each district, and any number of members who may be appointed by the chairman, shall communicate information to and coordinate the participation of the membership in NGC and CAR-SGC events, funds and projects.
- m. **Organizational Study Committee**, composed of past Presidents of FGCMMD with the chairman appointed by the President, shall make recommendations regarding Bylaws, and any Standing Rule, policy or procedure of FGCMMD, to the Executive Board as needed, shall maintain the archives of FGMD except for minutes of any meeting, and shall perform such other duties at the direction of the President or of the Executive Board.
- n. **Scholarship and Grants Committee**, composed of a chairman appointed by the President, First Vice-President and Life and Baker Scholarship chairmen shall communicate information on FGCMMD, CAR-SGC, NGC and other scholarships and grants to the membership and to the public as applicable. The committee further shall maintain records and receive applications for FGCMMD scholarships, youth grants, Alice Rush McKeon Tree Planting grants to district or other grants for timely review and action by the Executive Committee, and shall coordinate member applications for NGC, CAR-SGC or other grants.
- o. **Youth Gardening Committee**, composed of a chairman appointed by the President, the counterpart representatives from each district, and any number of members who may be appointed by the chairman, shall communicate NGC of FGCMMD guidelines and educational information to further the interest of the membership in conducting Youth Gardening programs or mentorships, and shall receive reports and maintain records concerning Youth Gardening activities of member clubs.
- p. **Cylburn Education Committee**, composed of a chairman appointed by the President and any number of members who may be appointed by the chairman, shall coordinate required educational programs at the Cylburn campus in accordance with current conditions and terms of FGCMMD's lease agreement with Baltimore City.

Committees are established by the Executive Board to help fulfill the federally tax-exempt educational purposes of FGCMMD.

**Committee Chairman Responsibilities:** The Committee Chairman directs the work and activities of the Committee, all of which must be in accord with FGCMMD bylaws or Standing Rules, and reports to the Executive Board.

**The Committee Chairman also:**

- Selects a Vice-Chairman (if so, prescribed in the bylaws description for the committee) and other members to help accomplish the goals and work of the Committee. Every effort should be made to assure all five Districts are represented.

- Presides at and adjourns the meetings of the Committee. Prior to scheduling a committee meeting or event, check with the FGCMC office for date availability and to be sure the date is added to the FGCMC master calendar.

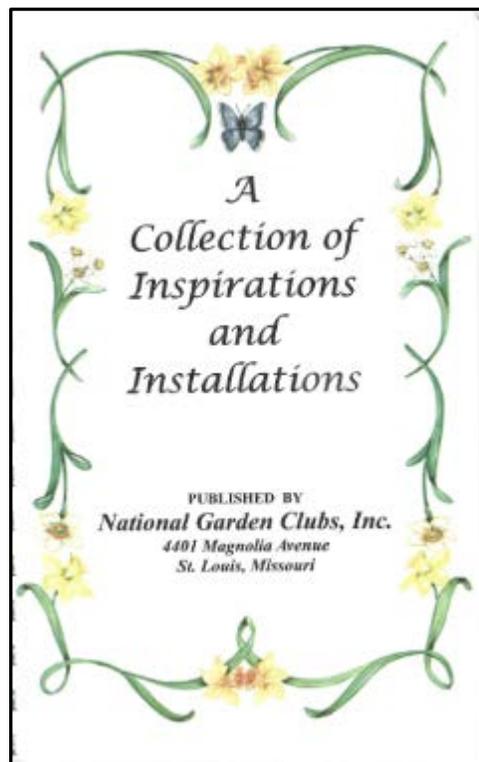
*Committee Chairmen continued*

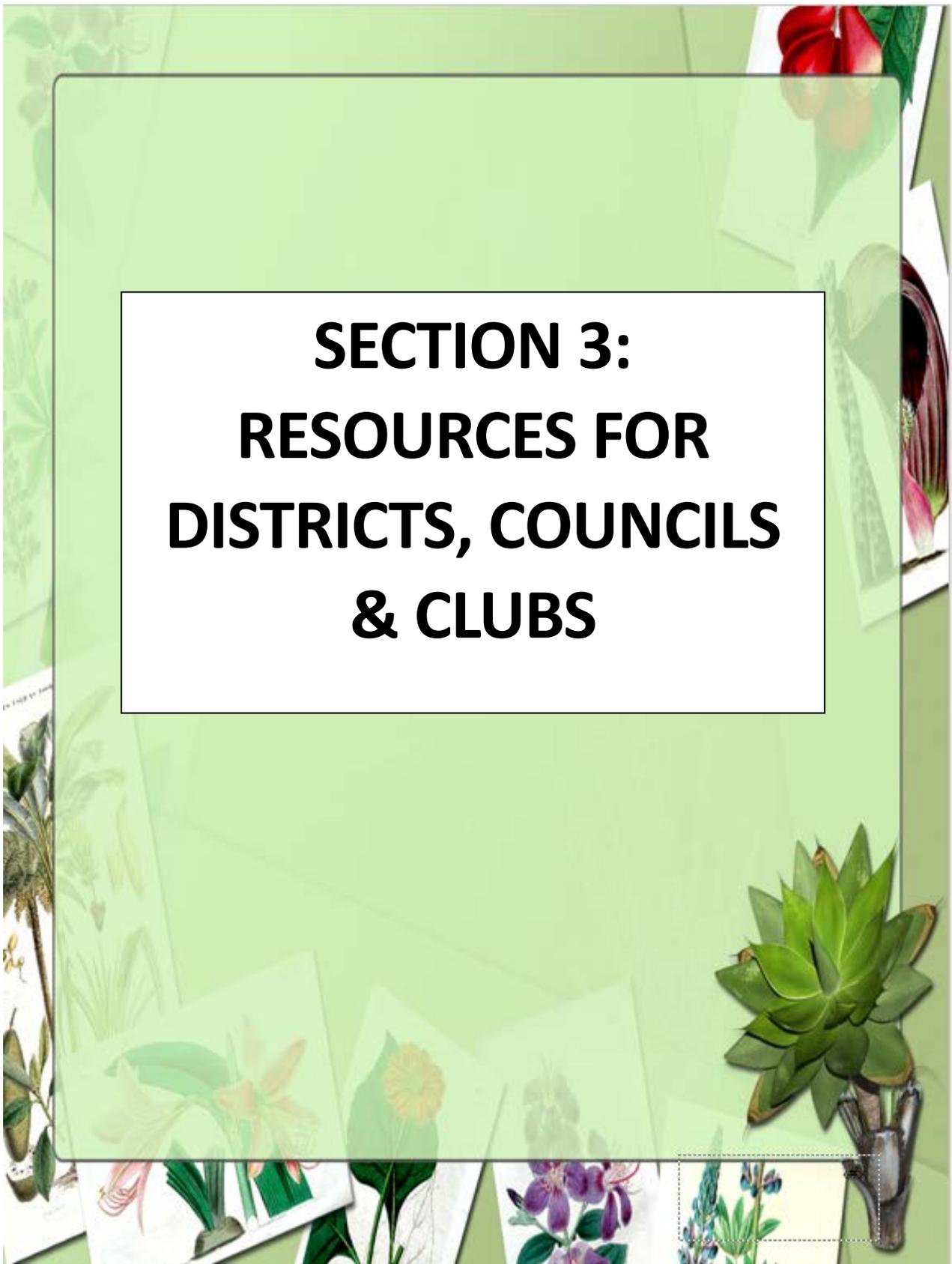
- Calls periodic regular meetings throughout her term, to review ongoing activities, set goals as deemed appropriate or as directed by the Executive Board, plan for projects, establish timelines and divide up responsibilities or tasks as required.
- Committee expenses other than incidental copying and postage must be in the budget approved by the Executive Board each November. If such expenses are anticipated, they must be communicated to the 2nd Vice-President and Executive Board in a timely manner, to allow for adequate evaluation and consideration.
- Ensures that minutes of committee meetings are recorded and filed with the 'detail' records of the Committee.
- Ensures that complete and accurate financial records/reports for the Committee are provided at the frequency and in the format required by FGMD. Income received, and receipts/invoices for expenses incurred, are to be turned into the FGCMC office promptly, again in the required format. For example, do not request reimbursement for general 'Chairman's expenses': break the expenses out into amounts for postage, copying etc. [*see the following 'Guidelines for Officer and Committee Finances'*].
- Reviews Committee descriptions, functions and operations at least biennially, making appropriate recommendations for updates or revisions to the FGCMC 1<sup>st</sup> Vice-President.
- Promotes the educational programs services, events or publications of the Committee to the FGCMC membership and/or to the public.
- Attends all meetings of the FGCMC Executive Board, and prepares periodic reports of Committee activities to the Executive Board and an annual report to the membership for the FGCMC Annual Meeting in March. Copies of any report are to be provided to the FGCMC Recording Secretary with one copy retained in the chairman's file.
- Communicates with the counterpart NGC, CAR-SGC and District Committee Chairman to ensure that up-to-date information or material is received and disseminated appropriately.
- Replies to correspondence, telephone calls or messages and email promptly.
- Each Committee Chairman is to compile a supplemental 'detail' file of meetings and minutes, events, calendars and schedules, financial records, correspondence and contacts, procedures or guidelines to be passed along to her successor for continuity and historical reference.

## **OFFICER INSTALLATIONS**

Every two years with the Change in Administration the Councils/Districts and Clubs install new officers. This is typically done at their annual meeting. They may ask an Officer or Director to lead the installation. When you accept their invitation to install Officers it is important that you obtain a list of the incoming Officer Titles and Names. You should also ask for a description of their duties as these may differ in each organization and thus influence your remarks.

While you have the ability to write an installation, many new officers would like some guidance. To help with this NGC publishes "A Collection of Inspirations and Installations" and this is available for purchase from the online store for \$15.00 plus shipping and tax.





**SECTION 3:  
RESOURCES FOR  
DISTRICTS, COUNCILS  
& CLUBS**

## SECTION 3: RESOURCES FOR DISTRICTS, COUNCILS & CLUBS

### **GUIDE LINES FOR OFFICER AND COMMITTEE FINANCES**

The transactions of Officers and Committees are part of the operations of FGCMDC, and therefore are included in tax and other reporting of the organization. Transactions generally are grouped as (1) Grants and donations received or made, (2) Dues received or paid, (3) Fundraising and the costs of fundraising, (4) Program Services [things we do to accomplish our non-profit purpose, like schools, flower shows, workshops, publications etc.] income or expense, (5) Meetings income and expense, and (6) Management/General expense [rent, office supplies and general postage, travel etc.] Please facilitate accurate accounting using the following guidelines:

#### **For income you receive:**

- Income receipts are to be turned in promptly to the FGCMDC Office.
- Income receipts are to be accompanied by sufficient detail so that they may be posted to the appropriate tax-return-ready category. Please specify the source of all receipts; if receipts are from multiple sources (i.e., both a Fundraising raffle at the Annual Meeting and a few checks you received for Meeting reservations), please separate the amounts out.
- **Maryland state sales tax applies to all sales** (raffle tickets, auction items and the like). Your committee may add sales tax to the price of an item, or may price items with the sales tax included.
  - If the price of an item (a raffle ticket, for example) includes sales tax, you must post a sign indicating to buyers that sales tax is included.
  - ***You must provide sales receipts for items sold***, with the buyer's name and address or phone, and item description, price and sales tax indicated (you may write '6% sales tax included' on the receipt, if the price is tax-inclusive.) A copy of the receipt goes to the buyer, with a copy to the FGCMDC office as well. A generic sales pad with multiple copies for each receipt, purchased from an office supply store, works fine.
  - Include a report to the office when turning in money; ***see the following sample sales report and sample silent auction report***. To calculate sales tax in a tax inclusive sale, divide the price paid by 1.06 and subtract the result from the price paid (EX: a \$100 tax-included price paid by buyer divided by 1.06 is \$94.34 in net sales; 100 minus \$94.34 is \$5.66 sales tax)

**For donations of cash or goods you receive:** Please contact the Office Administrator, who will issue the appropriate acknowledgement with the required tax-deductibility language.

- Incidental copying charges and postage under \$50 per year are reimbursable without supplemental budgeting. If you anticipate expenses in excess of incidental copying and postage, these amounts must be included in the FGCMDC budget. You are responsible for forward planning, and you must advise the Executive Board of your needs no later than the September

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SECTION 3: RESOURCES FOR DISTRICTS, COUNCILS & CLUBS

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Board meeting of the year before you expect to incur these expenses, for their consideration in light of other budgetary matters.

- Expenses are to be turned in to the office promptly for payment or reimbursement, and must be accompanied by invoices or receipts for items purchased, or contract with facilities/suppliers.
- Transactions must be classified appropriately. Do not ask for reimbursement for non-specific 'Chairman's Expenses'; sort expenses into tax-return-ready categories.

**SAMPLE SALES REPORT**

- General postage and shipping
- Program Service copying or printing
- General supplies and copying
- Fundraising postage, copying or supplies
- Travel; Airfare, hotel, meals and mileage, fuel
- Donation acknowledgement: stationery/postage
- Meetings: Expenses associated with FGCMMD meetings, NGC/CAR-SGC conference registrations including Flower show ribbons/supplies
- Program Service postage or shipping

Fundraising Committee Report of Sales on March 24, 2009	
Raffle tickets at \$2/ea. or 3 for \$5, tax inclusive:	
Total proceeds	\$607.00
Net Sales (\$607 divided by 1.06)	<u>-572.64</u>
Maryland sales tax @t 6%	34.36
47 State pins at \$10/ea. Tax inclusive:	
Total proceeds	\$470.00
Net sales (\$10 divided by 1.06 = \$9.434, X 47)	<u>-443.40</u>
Maryland sales tax @ 6% (\$.566, X 47)	26.60
<u>Jane committee chair</u>	

Retain a copy of sales report in Committee file.

**SECTION 3: RESOURCES FOR DISTRICTS, COUNCILS AND CLUBS**

**SAMPLE AUCTION REPORT**

<b>AUCTION ITEM</b>	<b>BIDDER NAME</b>	<b>ADDRESS and PHONE</b>	<b>AMT PD</b>	<b>NET SALE</b>	<b>SALES TX</b>	<b>Ck#/Date Paid</b>
District I Basket	Sally Smith	xxxxxxx	120.00	113.21	6.79	xxx 3/24/09
District II Basket	Jane Doe	xxxxxxx	85.00	80.19	4.81	xxx 3/24/09
District III wine box	Ellen Brown	xxxxxxx	135.00	127.36	7.64	xxx 3/24/09
District IV urn	John Jones	xxxxxxx	130.00	122.36	7.64	Cash 3/24/09
District V Basket	Mary Carter	xxxxxxx	165.00	155.66	9.34	xxx 3/24/09
1. N. American Rock Garden Package	Bob White	xxxxxxx	50.00	47.17	2.83	xxx 3/24/09
2. 4 passes to Ladew Topiary Gardens	Ann Williams	xxxxxxx	25.00	23.58	1.42	Cash 3/24/09
3. A.C. Leight Estuary membership	Elizabeth Black	xxxxxxx	10.00	9.43	.57	xxx 4/5/09

(continued..., with totals at the end)

Complete all columns, and include totals for proceeds, net sales and sales tax, and affix copies of sales receipts by buyers. Retain a copy of auction report in Committee file.

## **DUTIES OF COUNCILS AND COUNCIL CHAIRMEN**

*(from FGCMD Bylaws, with supplemental information added – text in shaded blue box)*

### **Councils**

**Section 1. Council Organization.** The Executive Board may establish councils for the purpose of conducting educational courses and maintaining standards of NGC for Flower Show Judges, for Landscape Design, for Gardening Consultants and for Environmental Consultants. Each council so established by the Executive Board shall be composed of persons who have been accredited accordingly by NGC.

**Section 2. Powers.** Each council shall be under the general direction of the Executive Board, but shall have authority to conduct meetings and programs in furtherance of its purpose, to assess dues from its members, to assess fees to fund the expense of meetings, programs and NGC educational courses, and to adopt bylaws for the council, provided such bylaws shall not conflict with these Bylaws of FGCMD.

**Section 3. Council Officers.** Each Council shall have a chairman and officers elected biennially in the manner established by the Council, to serve for a term of two years to coincide with the term of FGCMD officers. The Council Chairman shall serve as a member of the Executive Board.'

Councils were established by the Executive Board to help fulfill the federally tax-exempt educational purposes of FGCMD. Although Councils have been given some autonomy in their operations, they are not separately chartered, incorporated or otherwise organized.

The Council Chairman directs the work of the Council, all of which must be in accord with FGCMD bylaws or Standing rules, and reports to the Executive Board.

#### *The Council Chairman also:*

- *Selects a Credentials Chairman and other committee chairman as needed, in accordance with Council policies.*
- *Presides at and adjourns the meetings of the Council. Prior to scheduling a Council meeting or event, check with the FGCMD office for date availability and to be sure the date is added to the FGCMD master calendar.*
- *Reviews Council policies or Standing Rules at least biennially, with appropriate updates or revisions made as required and provided for in policies or Standing Rules.*
- *Insure that an annual budget is prepared and duly approved.*
- *Insures that complete and accurate financial records and reports for the Council are maintained. See Financial 'Frequently Asked Questions (FAQs) for Districts, Councils and Garden Clubs in the FGCMD Group Exemption.*
- *Insures that the Council administers NGC-approved school series or refresher/symposia at regular intervals. Schools, refreshers and/or symposia must be conducted in accord with then-current FGCMD budgetary or other considerations and applicable FGCMD policies or Standing Rules.*

*Council Chairmen continued*

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### SECTION 3: RESOURCES FOR DISTRICTS, COUNCILS AND CLUBS

- *Encourages students in the applicable school to become Council members, and provides assistance to Council members in remaining accredited and in good standing.*
- *Promotes the educational programs, services, events or publications of the Council to the FGCMMD membership and/or to the public.*
- *Attends all meetings of the FGCMMD Executive Board, and prepares periodic reports of Council activities to the Executive Board and an annual report to the membership for the FGCMMD Annual Meeting in March. A copy of any report is to be provided to the FGCMMD Recording Secretary, with one copy retained in the Chairman's file.*
- Reports the business, action and interests of the FGCMMD Board back to the Council membership.
- Communicates with the counterpart NGC, CAR-SGC and District Chairman to insure that up-to date information or material is received and disseminated appropriately.
- Replies to correspondence, telephone calls or messages and emails promptly.
- Each Council Chairman is to compile a supplemental 'detail' file of meetings and minutes, events, calendars and schedules, financial records, correspondence and contacts, procedures or guidelines, etc. to be passed along to her successor for continuity and historical reference.

## **FINANCIAL 'FREQUENTLY ASKED QUESTIONS (FAQs) FOR DISTRICTS, COUNCILS AND GARDEN CLUBS IN THE FGCMG GROUP EXEMPTION**

### **How do District, Councils (or club) finances relate to FGCMG finances?**

Districts, Councils and individual garden clubs manage their finances independent of any reporting to FGCMG. However, because Districts, Councils (and most individual clubs) have elected to become 'subordinates' under the non-profit 'parent' FGCMG group exemption from federal income tax, they must direct their resources to support the purposes for tax exemption. Article II of the FGMD bylaws spells out these purposes.

### **So there are no filing requirements or taxes to be paid by Districts, Councils or garden clubs in the FGCMG group exemption, right?**

No, that would be too easy! Even though Districts, Councils and most garden clubs are in the group exemption, they must file an annual federal tax return; if they are incorporated, Maryland tax return(s) also must be filed. In addition, and importantly, the group exemption does not extend to Maryland sales tax exemption: any sales (raffles, silent auctions, plant or design supply sales, etc.) are subject to Maryland sales tax (currently 6%) which must be reported and remitted to the state, usually on a quarterly basis.

If the District, Council or club normally has \$50,000 or less in gross receipts (that's total income before deducting any expenses) and less than \$1,000 in unrelated business income\* during the fiscal year, it is required to file a federal Form 990-N – the electronic postcard. This return is completed and filed only on-line, and no IRS forms or reminders will come by mail: you must remember to file. The 990-N deadline is the 15<sup>th</sup> day of the 5<sup>th</sup> month following the close of your fiscal year; if your fiscal year ends on December 31, for example, the filing deadline would be by May 15. To file the 990-N, type this address in your Internet browser: [www.irs.gov/990n](http://www.irs.gov/990n). Use your organization's EIN; record and preserve your password for future filings. Print out and save the confirmation of your filing.

If the District, Council or club has \$50,000 or more in gross receipts and/or more than \$1,000 in unrelated business income\* during the fiscal year, it is required to file a paper federal Form 990 or Form 990-EZ. [\***Unrelated business income** would be the proceeds from non-purpose related transactions, for example, sales of cookbooks or raffle tickets to a trip to Bali, *even if these sales are intended to provide financial support for the non-profit education purposes and endeavors of the District, Council or club.*]

For incorporated garden clubs, an annual Personal Property return to the state of Maryland is required.

For all Districts, Councils, or clubs who have any fundraising raffles, auctions or sales, Maryland state sales tax must be collected on the purchase price of items or included in the purchase price of items, and you must file periodic returns with Maryland and remit the sales tax. To do so, you must apply for a 'Sales and Use Tax License'; application is available on-line at:

[www.business.marylandtaxes.com/taxinfo/salesanduse/default.asp](http://www.business.marylandtaxes.com/taxinfo/salesanduse/default.asp)

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## SECTION 3: RESOURCES FOR DISTRICTS, COUNCILS AND CLUBS

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Resources for tax information are:

A qualified Certified Public Accountant

[www.irs.gov/eo](http://www.irs.gov/eo)

[www.marylandtaxes.com](http://www.marylandtaxes.com)

### **What is Meant by a Fiscal Year?**

1. “Fiscal” pertains to finance, this means our “financial year”
2. FGCMD financial year is January 1 – December 31
3. FGCMD’s current “Fiscal Year” is January 1, – December 31, 2021. This is the period upon which all of your financial reporting to FGCMD is based
4. The fiscal year and the calendar year are the same for FGCMD
5. The fiscal year for your club may differ, it is typically (but not always) coincides with the change of your administration.

**What are our Dues to the Federated Garden Clubs of Maryland, Inc. (FGCMD)?** Your dues support the activities of NGC, the State and your District.

1. Current dues are \$11 per capita for all categories of dues paying membership listed in your yearbook roster as of January 1<sup>st</sup> each year.
  - a. \$9.40 of that money stays with FGCMD
  - b. NGC dues (\$1.00) per capita are remitted to NGC, Inc.
  - c. (\$.50) per capita are remitted to the five Districts
  - d. (\$.10) per capita are remitted to CAR-SGC
2. Any club for whom per capita dues are paid
  - a. May vote at the FGCMD Annual Meeting
  - b. May become a FGCMD officer or hold a chairmanship on the State or District Boards

### **How are our Dues to FGCMD allocated among National Garden Clubs, Inc. (NGC) and FGCMD and Districts?**

1. One dollar (\$1.00) of each per capita dues payment to FGCMD goes directly to NGC and each FGCMD District
2. Dues from States must be paid to NGC between June 1<sup>st</sup> and October 31<sup>st</sup>. This helps determine the January 1<sup>st</sup> date upon which member dues must be paid to FGCMD.
3. The number per capita dues that are paid to NGC determines the number of voting delegates that Maryland is allowed to have at the NGC convention.

### **Can subordinate Districts, Councils or clubs acknowledge a donation as ‘tax deductible’ to the donor?**

Yes, subordinates in the FGCMD group exemption may issue a tax-deduction receipt to a donor. The District, Council or club should keep a master list of all donations to include donors’ names, addresses,

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### SECTION 3: RESOURCES FOR DISTRICTS, COUNCILS AND CLUBS

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amounts and dates received, to be filed with your summary income and expense statement for the fiscal year (see *'What routine financial reports should the District, Council or club prepare?'*).

In addition, it is important to thank the donor promptly, with the amount, date the donation was received and appropriate tax-deductibility language noted on every donor acknowledgement. Acceptable taxdeductibility language is:

**"District [insert number] –Federated Garden Clubs of Maryland, Inc. or [Name of Council or Name of Garden Club] is included in the group exemption of Federated Garden clubs of Maryland Inc., a 501(c) (3) organization as determined by the Internal Revenue Service, donations to which are tax-deductible to the fullest extent allowed by law. No goods or services were provided in consideration of this donation. Please retain this acknowledgement as your receipt."**

- For donations in cash, you may list the amount received on the receipt or acknowledgement, along with the deductibility language above [see sample (a)].
- If a donor has picked up the tab for expenses (such as airfare for a speaker, for example) and presents you with his/her receipts in lieu of reimbursement, treat the donation as if it were cash as described above. Retain copies of the receipts with your letter of acknowledgement [see sample (b)].
- For donations of items or services, do not list any amount or valuation on the receipt or acknowledgement. Rather, describe the item ('14" tall ceramic floral container, handmade by Jane Potter', or 2 hours of garden design consultation from Mary P. Famous and Co.', for example) on the acknowledgement, and include the deductibility language above . The donor is to work out valuation with his/her tax accountant; see sample (c)].
- If the donor receives some benefit in conjunction with her gift, such as a subscription to your publication, you must indicate the value of the subscription, as this portion of the donation is not tax-deductible. The acknowledgement in this circumstance might read: 'Your \$100.00 donation includes a subscription to 'Horticultural Hints' with a fair-market value of \$18.00; the tax-deductible portion of your donation is \$82.00; also use the deductibility wording as above.

#### **What routine financial reports should the District, (Council or club) prepare?**

Like any business, the District, Council or club should keep complete and orderly records of its financial affairs. A budget, summary annual report and periodic financial reports should be made by the Treasurer to the District, Council or club Executive Board, Executive Committee or membership.

Each District, council or club Treasurer must prepare and approve an annual balanced budget. Depending upon District, Council or club bylaws, budget approval comes from the District, Council or club Board, Executive Committee or membership.

The District, Council or club Treasurer should prepare a summary statement of all income and expenses for each 12-month fiscal year, (a copy of which should be file with the District, Council or club 990 tax filing or the confirmation of 990-N electronic filing). While the District, Council or club may format this summary

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### SECTION 3: RESOURCES FOR DISTRICTS, COUNCILS AND CLUBS

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according to its preference, a spreadsheet is strongly recommended. Spreadsheets can be done by computer by Treasurers who are familiar with basic spreadsheet applications (Excel for instance), or income and expense amounts can be handwritten on a form or similar schedule.

A sample spreadsheet is attached for your consideration. While not all IRS income and expense categories are included, those that will most likely relate to District, Council or club operations are listed, such as:

#### **Income categories:**

- **Donations, grants:** Donations from members of the public; grants or other allocations received. Donors should be thanked promptly, and the acknowledgement must contain appropriate language regarding tax-deductibility of the donation; contact the FGCMO Office Administrator for assistance with proper wording of acknowledgements. In addition, the Council must keep a master list of donations or grants, to include donors' names, addresses, amount and dates received, to be filed with the spreadsheet or schedule for the fiscal year.
- **Dues Income:** Membership dues received.
- **Conference and Meeting Income:** Reservation payments from members. Do not include raffles, or sales income etc. even if received at meeting; these items belong in the 'Fundraising' category.
- **Program Service Income:** (from services you provide in carrying out the FGCMO federal income tax-exempt educational purpose) such as: workshops, lectures or demonstrations, horticulture or design days or seminars, sales of NGC flower show supplies or publications. Flower shows, or garden, horticulture or preservation-related tours etc.
- **Fundraising Income:** Proceeds from plants or garden/design supply sales, raffles, silent auctions etc. or from reservations to a fundraising event. ▪ **Interest Income.**

#### **Expense Categories:**

- **Grants, Donations, Awards and Honoraria:** Money you give out, including memorial donations or donations in honor of a speaker.
- **Conference and Meeting Expense:** The facility, food, equipment, speaker fees, décor, etc. associated with your meetings, and any CAR-SGC or NGC registration fee paid on behalf of an officer.
- **Program Service Expense:** Facility, equipment rental, speaker fees, transport, admission tickets, postage/shipping and supplies or copying etc. associated with your purpose-related workshops, lectures, demonstrations, horticulture or design days, flower shows, or garden, horticulture or preservation-related tours etc.
- **Fundraising Expense:** Cost of producing or purchasing something for a fundraising purpose, or facility, equipment, food, transport, admission, etc. for a fundraising event.
- **Dues and Membership Expense:** What you pay to belong to a related organization.
- **Mileage, hotel, meal allowance and other travel-related Expenses.**
- **Supplies and Copying:** Separate into *Program Services, Fundraising and Donations* (postage and shipping of a product, postage for acknowledging donations or postage for promoting a

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### SECTION 3: RESOURCES FOR DISTRICTS, COUNCILS AND CLUBS

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fundraiser, for example) and *General*, or everyday postage for meetings of other communications.

- While not listed on the spreadsheet, you may have General Expenses, to be broken down accordingly: Rent, utilities, telephone, Internet, salary and other payroll expenses, etc.
- Other Expenses: Insurance, professional fees (CPA/Attorney), gifts to outgoing officers, sympathy or get-well cards of flowers, bank fees and charges.

**What financial data should be retained and for how long?** It is recommended that you retain for a minimum of 7 years:

- Original bank statements, deposit slips, copies of cancelled checks, your statement reconciliations and 1099s or other earning statements.
- Original check registers and paid invoices or receipts.
- Other financial records, such as Treasurer's reports.

Retain in your permanent files:

- The budget for each fiscal year approved according to your bylaws.
- Summary Income and Expense statement or schedule for each fiscal year, with the master list of donations for the year attached.
- Copies of any federal or Maryland State tax filings (or confirmations of 990-N electronic filings).
- Correspondence with IRS, the State of Maryland and/or FGCMMD regarding financial or tax matters.

**SAMPLE ACKNOWLEDGEMENT FOR TAX-DEDUCTIBLE DONATIONS**

**Sample A**

Happy Gardeners Garden Club, 1 Main Street, Anytown MD 22222-1111

The Happy Gardeners Garden Club gratefully  
acknowledges the donation of Marilyn J.

Businesswoman

to the clubs Garden Renovation at the Anytown Historic Mansion project  
in the amount of \$ 100.00

Received on June 25, 2009

(signed) *Sally Moneybags*

Treasurer

The Happy Gardeners Garden club is included in the group exemption of Federated Garden Clubs of Maryland, In. a 501 (c) (3) organization as determined by the Internal Revenue Service, donations to which are tax-deductible to the fullest extent allowed by law. No goods or services were provided in consideration of this donation. Please retain this acknowledgement as your receipt.

**Sample B**

1 Main Street  
Anytown, MD 22222-1111  
July 2, 2009

Ms. Jane Doe  
43 Elm Street  
Anytown, MD 22222-1133

Dear Jane:

Thank you for your most kind donation of the \$201.43 airfare for John F. Designer, the feature presenter at our "Day of Design fundraiser held on June 30, 2009.

As you know, the proceeds from the event will support our renovation of the Garden at the Anytown Historic Mansion; your generosity in bringing Mr. Designer to town is most appreciated.

Gratefully,

Sally Moneybags

Treasurer, Happy Gardeners Garden Club

The Happy Gardeners Garden club is included in the group exemption of Federated Garden Clubs of Maryland, In. a 501 (c) (3) organization as determined by the Internal Revenue Service, donations to which are tax-deductible to the fullest extent allowed by law. No goods or services were provided in consideration of this donation. Please retain this acknowledgement as your receipt.

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## SECTION 3: RESOURCES FOR DISTRICTS, COUNCILS AND CLUBS

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### SAMPLE C

1 Main Street  
Anytown, MD 22222-1111  
July 2, 2009

Ms. Philomena Philanthropic  
5 Oak Avenue  
Anytown, MD 22222-1177

Dear Ms. Philanthropic:

Thank you for your most kind donation of a beautiful 24” high lamp with a Tiffany-style glass shade to the silent auction at our “Day of Design” As you know, the proceeds from the event will support our renovation of the Garden at the Anytown Historic Mansion; Your generous contribution is sincerely appreciated.

Gratefully,  
Sally Moneybags

Treasurer, Happy Gardeners Garden Club

The Happy Gardeners Garden club is included in the group exemption of Federated Garden Clubs of Maryland, In. a 501 (c) (3) organization as determined by the Internal Revenue Service, donations to which are tax-deductible to the fullest extent allowed by law. No goods or services were provided in consideration of this donation. Please retain this acknowledgement as your receipt.

**SAMPLE IN KIND DONATION LETTER**

This form can be used to acknowledge donations made to the club our council.



THE FEDERATED GARDEN CLUBS OF MARYLAND, INC.  
4915 GREENSPRING AVENUE  
BALTIMORE, MARYLAND 21209-4542  
410-396-4842

**IN-KIND CONTRIBUTION RECEIPT**

Date: \_\_\_\_\_  
Donor's \_\_\_\_\_  
Donor's Street Address: \_\_\_\_\_  
Donor's E-mail Address: \_\_\_\_\_  
Donor's Phone: \_\_\_\_\_  
Donor's Signature: \_\_\_\_\_  
FGCMD Associate's Signature: \_\_\_\_\_

**ITEM/S DONATED**


Donations to FGCMD, Inc. (a 501(c) 3) are tax deductible. No goods or services were provided for the in-kind contribution/s. If a single contribution is valued at \$250.00 or more you must retain this receipt. FGCMD is prohibited from placing a value on contribution/s. Please retain this receipt, as FGCMD does not maintain in-kind donor records.

**SAMPLE VENDOR CONTRACT**

Use a form like this to engage vendors

Insert your Club Name and Information on the Event where appropriate

*Maryland State Annual Meeting- Tuesday, March 24, 2020  
Turf Valley Country Club and Resort*



The Federated Garden Clubs of Maryland

As a recommended or past vendor, we invite you to attend our State Annual Meeting on Tuesday, March 24, 2020 at the beautiful Turf Valley Country Club and Resort, easily accessible off of I-70 in Ellicott City, Maryland. Please fill out the reservation form below A.S.A.P., as space is limited, and return it to:

Insert Contact Name  
Address  
Phone and Email Address

Planning for events in 2020 has already started and I know that your calendars are filling up quickly! If you can attend this ONE day event, we would love to have you join us. We will have a fabulous speaker. Set-up is from 7a.m. to 8a.m. the day of the event. We also hope to be able to offer set up the night before as in previous years. The event ends at 3 P.M.

Overnight accommodations are available. I will know the discounted rates later and will communicate to those booked vendors. The vendor fee this year is \$25.00 per table payable when you return your registration (We provide a 8ft. skirted table) PLUS 10% of your total sales. This % of sales will be collected at the end of the event and is based on the honor system.

.....  
*YES, I WANT TO BE A VENDOR AT YOUR STATE ANNUAL MEETING!*

Name \_\_\_\_\_  
Business Name \_\_\_\_\_  
PHONE # \_\_\_\_\_  
Email address \_\_\_\_\_

TABLES NEEDED \_\_\_\_\_ (\$25 per table) \_\_\_\_\_ Electric for charge card (\$50) \_\_\_\_\_  
CHECK (make payable to The Federated Garden Clubs of Maryland/Annual State Meeting) \_\_\_\_\_  
Electric outlets are plentiful, please bring two-pronged extension cord(s) for additional lighting use  
ONLY 5 (five) hanging racks are available on a first-come basis, so please get your registration in QUICKLY  
HANGING RACK NEEDED \_\_\_\_\_ number of racks \_\_\_\_\_

\*\*\*\*\* WE REQUIRE A CERTIFICATE OF INSURANCE NAMING FEDERATED GARDEN CLUBS OF MARYLAND AS ADDITIONAL INSURED FOR THIS EVENT ONLY\*\*\*\*\*

Insert Contact Name  
Address  
Phone and Email Address

**SAMPLE SPEAKER CONTRACT**

Here is a sample contract for Speaker Engagements.  
You can change keep the Logo but change the Title from “Federated Garden Clubs of Maryland”  
to indicate the Name of your Club.



**FEDERATED GARDEN CLUBS OF MARYLAND, INC.  
SPEAKER CONTRACT**

Speaker Name \_\_\_\_\_

Address \_\_\_\_\_

Phone/Cell \_\_\_\_\_

Email Address \_\_\_\_\_

Date of Program \_\_\_\_\_ Time \_\_\_\_\_  
(Program length approx. 45 minutes. Not to exceed one hour.)

Program Title: \_\_\_\_\_

Location \_\_\_\_\_

Program fee \_\_\_\_\_ Travel Expense \_\_\_\_\_

Other expected expenses \$ \_\_\_\_\_ For \_\_\_\_\_

\_\_\_\_\_

Program will require: microphone, projector, laptop, screen, podium, table,  
flowers/plant material, other \_\_\_\_\_

**PLEASE PROVIDE A SHORT RESUME/BIO AND PROGRAM DESCRIPTION WITH  
CONTRACT (ALSO A PHOTO IF AVAILABE)**

\_\_\_\_\_

Print Name \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION 3: RESOURCES FOR DISTRICTS, COUNCILS AND CLUBS**

**SAMPLE BUDGET**

Income and Expenses for		[Sample District, Council or Club]												Jan 1 20xx to Jan 31, 20xx	
<b>SUMMARY</b>															
Jan 1 Bank Balance 1	1,514.06														
Jan 1 Bank Balance 2	1,613.04														
Jan 1 Total Bank Balance		3,127.10													
Total Income this Year		9,184.09													
Total Expense this Year		-8,555.44													
Dec 31 Bank Balance 1	1,536.76														
Dec 31 Bank Balance 2	2,218.99														
Dec 31 Total Bank Balance		3,755.75													
<b>INCOME:</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Ann'l Total</b>		
Unrestricted Donations Rec'd	100.00				25.00								125.00		
Restricted Donations Rec'd (specify)															
Member Dues Income		400.00	500.00	350.00									1,250.00		
Conference Meeting & Fee Income		630.00				672.00			812.00				2,114.00		
Program Service Income:															
School/Wkshop /Exhibition Fees											800.00				
Educational Tour Fees			2,550.00							1,575.00			4,125.00		
NGC Supplies&Publicationss Sold															
Newsletter or Directory															
Other Educational Publicatn/DVD															
Other Program Service Income:															
Income from Fundraising, incl. sales tax:															
Auctions/Raffles			325.00										325.00		
Sales of Goods or Products									412.00				412.00		
Other Fundraising Income															
Interest Income	0.50	0.50	0.51	0.62	0.75	0.90	23.61	1.03	1.05	1.10	1.00	1.02	32.59		
Dividend Income															
Other Income (specify)															
<b>TOTAL MONTHLY INCOME</b>	<b>100.50</b>	<b>1,030.50</b>	<b>3,375.51</b>	<b>350.62</b>	<b>25.75</b>	<b>672.90</b>	<b>23.61</b>	<b>1.03</b>	<b>1,225.55</b>	<b>1,576.10</b>	<b>801.00</b>	<b>1.02</b>	<b>9,184.09</b>		

## SECTION 3: RESOURCES FOR DISTRICTS, COUNCILS AND CLUBS

Expenses

Sample District, Council or Club

January 20xx to December 20xx

EXPENSE:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annl Total
Grants, Donations, Awards, Honoraria													
Memorial Donation - Cyburn Fund	\$50.00					\$50.00					\$50.00		\$150.00
FGCMD Scholarship Fund			\$500.00										\$500.00
Conference & Meeting Expense:													
Conference Registration & Fees								\$295.00					\$295.00
Facility & Equipment Expense		\$546.98				\$606.32			\$793.10				\$1,946.40
Speaker Fees & Supplies Exp													
Other:													
Program Service Expense:													
Facility & Equipment Expense											\$130.00		\$130.00
Speaker Fees & Supplies Exp											\$573.12		\$573.12
Tour Transportation & Admission			\$2,472.00							\$1,490.00			\$3,962.00
NGC Supplies & Publications													
Newsletter & Directory Printing													
Other:			\$50.00								\$72.91		
Fundraising Expense													
Cost of Products/Services									\$213.46				\$213.46
Offices Supplies & Copying													
6% sale tax to Maryland			\$18.40										\$18.40
Other:													
Dues/Memberships Expense						\$90.00							\$90.00
Travel: Mileage, Fuel, Hotels, Meals													
Internet/Info Technology Exp.							\$49.95						\$49.95
Supplies & Copying Expense:													
Program Services			\$24.90							\$15.12			\$40.02
Fundraising & Donations	\$150.00												\$150.00
Management & General		\$4.18			\$16.35			\$17.98					\$38.51
Postage & Shipping Expense:													
Program Services													
Fundraising & Donations	\$8.40												\$8.40
Management & General		\$16.80						\$25.20				\$16.80	\$58.80
Other Expenses:													
Accountant/Professional Fees													
Gifts, Sympathy, Get-Well Cheer		\$33.40										\$31.50	\$64.90
Other:Bank checkprinting									\$18.57				\$18.57
<b>TOTAL MONTHLY EXPENSE</b>	<b>\$208.40</b>	<b>\$651.36</b>	<b>\$3,065.30</b>	<b>\$0.00</b>	<b>\$16.35</b>	<b>\$821.32</b>	<b>\$75.15</b>	<b>\$312.98</b>	<b>\$1,025.13</b>	<b>\$1,505.12</b>	<b>\$826.03</b>	<b>\$48.30</b>	<b>\$8,555.44</b>

## **PUBLICITY IDEAS & SUGGESTIONS FOR CLUBS**

by Jane McKee, CGCI Communications Director

**Publicity Definition:** any information, promotional material, etc. which brings a person, place, product or cause to the notice of the public. *Do you have great programs, projects and activities but are not sure how to go about publicizing them? Here are some suggestions for getting the word out:*

- Where do you get your information?
- Think beyond your club and/or neighborhood...
- Don't be afraid to ask...the worst they can do is say "no"...

**WHAT?** Media resources include newspapers, magazines, newsletters, advertising flyers ("penny savers"), radio, TV, posters, handouts, online calendars and event notices and more.

### **NEWSPAPERS**

- NOTE: Unfortunately, in today's economic climate, many newspapers are no longer offering "community news" sections so it may be harder to obtain the coverage you need. But keep looking, there are alternatives.
- *Small outlets* (usually a weekly edition covering a small town or neighborhood).
- Contact the local editor or community editor and ask about coverage of ongoing activities (club meetings, guest speakers, smaller events), deadlines, how to submit (e-mail, fax) and photos (will they accept photos submitted by the club or do they prefer to provide their own photographer.) Invite them to your meetings/events.
- *Medium outlets* (those covering one County, a segment of a County or a city area).
- Contact as above, but many of these have a weekly "home/garden" section and will do feature stories on larger events (flower shows, garden tours, luncheons, plant sales etc.).
- *Major media outlets* (those that cover the state or large counties) – LA Times, San Francisco Chronicle, San Diego Union Tribune etc.
- Many have "local" editions covering a County or specific region but may restrict the type of coverage available i.e., "basic info" only, photos of the event (published after) but no pre-event photos, limited number of event submissions etc.
- Under "contact us" (inside the local section) will be listed telephone numbers and e-mail addresses for everything from "late delivery" to "community news". Call or write and ask how to submit information on community events.
- Today most major outlets rely on their online calendar section that will list the basic info of date, place, time, type of event. Check their websites for "submit your event" forms.

### **Sample Press Release**

The \_\_\_\_\_ Garden Club will hold (insert your activity) on (date/time) at (location). (Insert specific information about the activity). The club meets the (insert your schedule ex: first Tuesday of the month), (time) at (location). Each meeting features (speaker, demonstration, refreshments, etc.). The program for (insert next monthly meeting if appropriate) will be \_\_\_\_\_. In addition, the club sponsors (workshops/study groups/garden tours or whatever) throughout the year. Membership is open to anyone interested in gardening and guests are welcome at any meeting or event. For information contact: (name and phone number). \_\_\_\_\_ Garden Club is a member of District \_\_\_\_, Federated Garden Clubs of Maryland, Inc. (FGCMD)

### **TV/RADIO**

- Many local stations have programs that feature or highlight special community events or activities.
- This may be a scripted ad or an informal interview with one or more of your members, maybe even “on location” at your event.
- Check the local listings or their website for contact information.
- **MAGAZINES:**
- Whether large or small, the important thing to remember is that magazines have a long lead-time for publication.
- Most will need information a minimum of two (2) months in advance of their publication date. And most will, at the very least, offer a calendar listing or a paid ad.
- Check your area for locally published magazines (Chamber of Commerce and Visitor’s Bureau are good sources) and how often they publish.
- Many Chambers publish a local “resource” book listing businesses and attractions as well as clubs and their major events.

### **INTERNET**

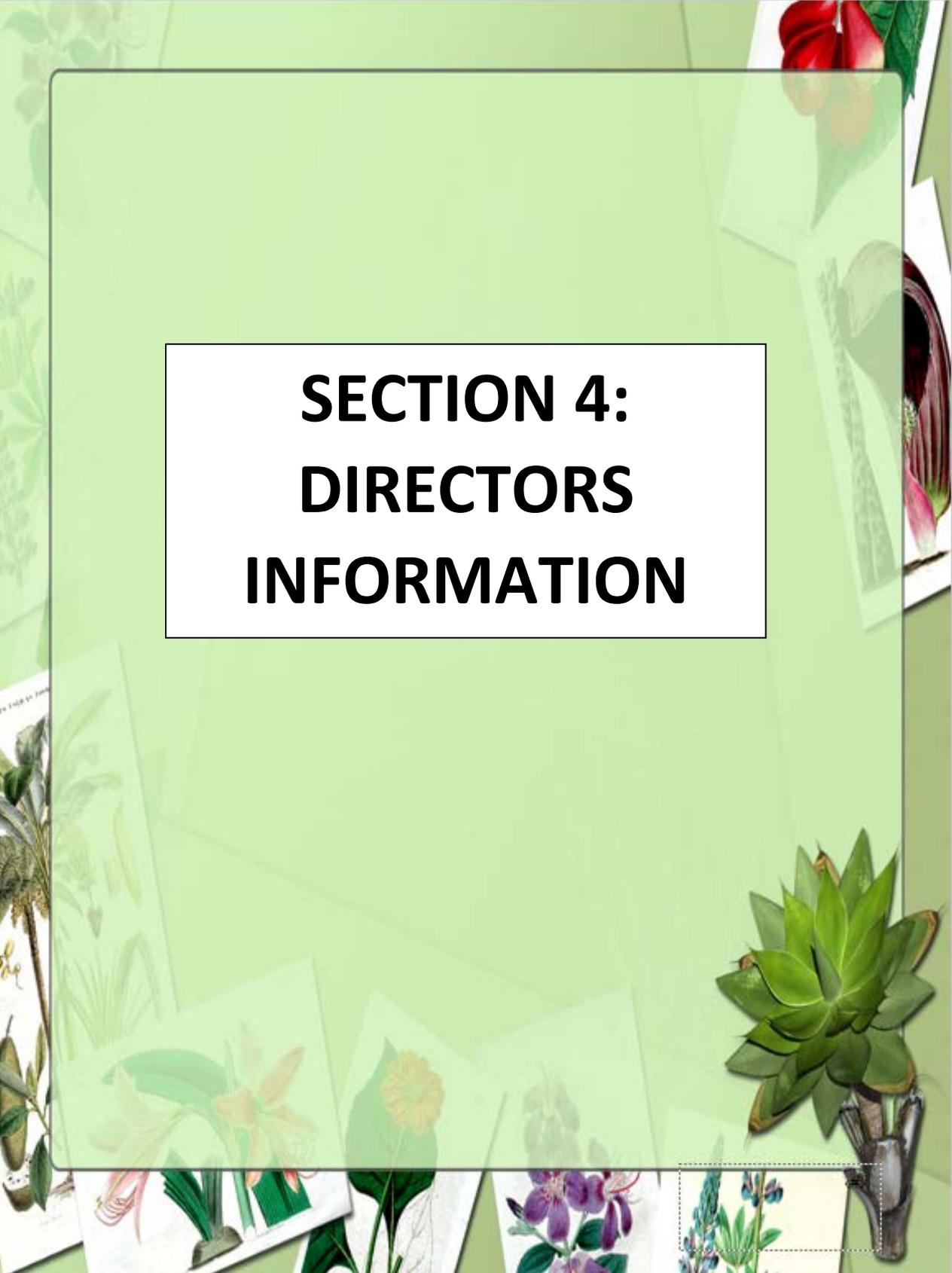
- Post your SPECIAL event on the CGCI, Pacific Region and/or National Garden Club online calendar.
- “Google” the word(s) ‘garden’ or ‘garden club’, zero in on your area and you may find dozens of websites that are willing to publicize any/all activities.
- You may also find the online version of magazines and other publications that have calendar listings.
- If you have a club website, be sure to link it to as many of these websites as possible.

### **POSTERS/FLYERS**

Local merchants, nurseries/garden centers, libraries, community centers, real estate agents, farmer’s markets and many more...

**MISCELLANEOUS**

- Check with other local organizations to see if you can post your events in their newsletters (perhaps an exchange?), on their websites (try the Chamber of Commerce or local Visitor Bureau), or have special event flyers available at their meeting.
- How about real estate offices? Will they allow you to put club information flyers into “new resident” packets?
- Free or special interest flyers/magazines that appear in your mailbox – many have calendar listings.
- Nurseries and garden centers may have customer newsletters or a website that includes an event calendar.

The background of the page is a collage of various botanical illustrations. It includes a red flower in the top right, a green succulent-like plant in the bottom right, and several other plants and flowers in various colors (yellow, purple, pink) scattered throughout. The illustrations are overlaid on a light green background.

**SECTION 4:  
DIRECTORS  
INFORMATION**

## SECTION 4: DIRECTORS INFORMATION

### DUTIES OF DISTRICT DIRECTORS

*[from the FGCMMD bylaws, with supplemental information added]*

#### 'Article IV - Districts

Section 1. District Organization. Member clubs shall be further organized into districts, for the purpose of education, collaboration, and communication within regions in Maryland. District membership shall be composed of member clubs within geographic boundaries for the district as determined by the Executive Board.

Section 2. Powers. Each district shall be under the general direction of the Executive Board, but shall have authority to conduct meetings and programs in furtherance of its purpose, to assess fees to fund the expense of meetings and programs, and to adopt bylaws for the district, provided such bylaws shall not conflict with these Bylaws of FGCMMD Districts shall not assess dues from member clubs unless so authorized by vote of the Executive Board.

Section 3. District Officers and Board. Each district shall have officers consisting of Director, Assistant Director, Recording Secretary, Corresponding Secretary and Treasurer, elected biennially at its annual meeting of member clubs, in the manner established by the district, to serve for a term of two years to coincide with the term of FGCMMD officers. The District Director shall serve as a member of, and communicate the business and interests of the District to the Executive Board: The district board shall be composed of officers, chairmen of standing committees appointed by the director in applicable correlation to the committees of FGCMMD, a representative from each FGCMMD council, and up to two advisors and a parliamentarian who may be appointed by the director. District chairmen shall serve on the FGCMMD counterpart committee except for *the* Nominating and Finance committees, unless so elected by the membership of FGCMMD or so appointed by the President or Executive Board.

Section 4. District Meetings and Voting. Each district shall hold at least two meetings each year, one of which shall be an annual meeting of the member clubs in the district held in March prior to the meeting of the membership of FGCMMD. The president and one delegate from each district club whose dues are not in arrears, and any member of the district board, shall be entitled to make motions and to vote in the manner established by the district.'

Districts are organized to facilitate contact, communication and collaboration among FGCMMD member clubs. Each District Director serves on the FGCMMD Board, and as a member of its Executive Committee. The FGCMMD **Board** is composed of FGCMMD Officers, a Parliamentarian and up to 2 Advisors appointed by the President, the District Directors, Council Chairmen, and Chairmen of FGCMMD Standing Committees. Executive **Committee** is composed of Officers, a Parliamentarian and up to 2 Advisors appointed by the President, and the District Directors.

The District Director is the liaison between FGCMMD and his/her District, and vice-versa. The District

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## SECTION 4: DIRECTORS INFORMATION

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Director and/or his/her Assistant Director should attend each Executive Board and Executive Committee Meeting to represent and communicate the interests of his/her constituency, and then should report the actions and interests of the FGCMC Board back to the District Club Presidents and members. The District Director:

- Appoints non-officer members of the District Board (comprised of elected District Officers, and a Parliamentarian, up to 2 Advisors and Committee Chairmen appointed by the Director in approximate correlation with the committees of FGCMC).
  - o Some members of the previous District Board may be retained to ensure continuity; a good source for new committee chairs can be the pool of retiring club Presidents who have served well.
  - o In appointing committee chairs, try to have as many clubs represented as possible, and strive to achieve representation from all areas of the district.
  - o **Emphasize that committee chairs are also members of the corresponding FGCMC committees : as applicable, and that their interaction with counterparts is essential; FGCMC, CAR-SGC and NGC counterparts are valuable resources for consultation and guidance as well.**

The list of District Board members including the name, address with zip + 4, telephone' - - number and e-mail address of each member, is to be provided to the Office Administrator b May 1 in the year of your election. Proofread well!

- Collects current contact information for District Club Presidents, including the name, address with zip + 4, telephone number and e-mail address. A complete and current list of Club Presidents in the District is to be provided to the Office Administrator at the FGCMC office by May 1 in the year of your election. Proofread well!

- Directs the activities of the District and the work of District Officers and Committee Chairmen. o All Activities shall be in accord with FGCMC bylaws and the bylaws of the District.
  - o If there is no District chairman to correspond with an FGCMC committee, the Director or Assistant Director should attend meetings of those FGCMC committees to ensure that pertinent information can be communicated to Club Presidents in the District.
  - o Presides at and adjourns the meetings of the District.
  - o The District must hold at least 2 meetings per year, one of which is to be the District Annual Meeting, held in March prior to the FGCMC Annual Meeting.
  - o Prior to scheduling a District meetings or event, check with the FGCMC office for date availability and to be sure the date is added to the FGCMC Master Calendar.
  - o It is advisable to call a District Executive Committee or Board Meeting prior to each meeting of the District membership, with a well-planned agenda for each meeting.
  - o It is traditional for the Director to invite the FGCMC President as a guest to each District meeting. Other FGCMC Officers and Board members should receive notice of the District-- Annual Meeting welcoming their attendance.
- Ensures that an annual budget for the District is prepared and duly approved.
- Ensures that complete and accurate financial records and reports for the district are maintained.

***See 'Financial FAQs for Districts, Councils and Clubs'***

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## SECTION 4: DIRECTORS INFORMATION

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- Reviews District Bylaws, policies or Standing rules at least biennially with appropriate updates of revisions made as required.
  - Coordinates appointment/election of a District representative to the FGCMND Nominating Committee before the November FGCMND Board Meeting prior to FGCMND elections.
  - Encourages good communication, interaction, leadership and growth within the District.
    - o Establish a good rapport with Board members and lets them know you have confidence in their ability to do their job well. Refer inquiries to the appropriate District, FGCMND officer or committee chair who can best address their concerns or interests. Do not take over for your Board members - let them do their job! They may be future leaders for the District or for FGCMND.
    - o Mentor your Assistant Director; he/she has an important role in helping the District plan and operate efficiently in the present, and he/she may expect to serve as Director, if asked, in the next term. His/her leadership at workshop or other projects in the home District, attendance at meetings, FGCMND and other Districts' events, and participation as chairman of a FGCMND committee is to be encouraged.
    - o Communicate by regular newsletters or District Updates, phone calls, and emails. o Be available for phone calls and return calls or e-mail promptly.
    - o Offer guidance to club presidents early in their term. A well-planned workshop for a new President is highly recommended. Let Presidents know that they can access information for yearbooks or for scheduling events by checking on the FGCMND website.
    - o Encourage club representation at District and FGCMND meetings and events. o Recognize clubs or individuals who are celebrating milestone anniversaries, or who have achieved awards or other recognition from FGCMND, CAR-SGC or NGC our outside entities.
    - o Encourage clubs to keep up their membership by bringing in new members; be willing to meet with clubs who invited you to help solve problems.
    - o Promptly relay changes in Directory information (new officers, presidents or changes in contact information) to both Office Administrator and Directory Chairman.
  - Promotes the educational programs, services, events or publications of the District to members, and to other Districts, clubs, and the public as applicable.
  - Reports District activities at each FGCMND Board meeting, with one written copy of your report to the FGCMND Recording Secretary and one copy retained in your Director's files.

**II Reports summary District activities and achievements at the FGCMND Annual Meeting in March, with one written copy of your report to the FGCMND Recording Secretary, one copy to the .. Gardenews Chairman and one copy retained in your Director's files.**

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## SECTION 4: DIRECTORS INFORMATION

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The District Director is to compile a supplemental 'detail' file of meetings and minutes, events, calendars and schedules, financial records, correspondence and contacts, procedures or guidelines, etc. to be passed along to his/her successor for continuity and historical reference.

*One of the most gratifying aspects of being District Director is the opportunity to know the members of garden clubs in your District. While it may not be possible to accept each invitation, remember that clubs consider it an honor to have District Director attend a club function. Enjoy your two years as Director - garden club members are delightful people to know! Whenever you have questions or concerns, please communicate with the FGCMMD President, officers, committee chairmen or Parliamentarian; all are here to help.*

### **DUTIES OF ASSISTANT DISTRICT DIRECTORS**

The Assistant Director assumes the duties of the Director when necessary. He/she also may be requested to undertake other responsibilities such as chairing a committee or conducting leadership training or other workshops.

As a leader and a member of the District Executive Committee, the Assistant Director has an important role in helping the organization plan and operate effectively. He/she should try to attend District Club meetings, (when invited) along with the Director, as well as other Districts' Annual Meetings.

He/she will be expected to serve as a Committee Chairman on the State Board.

When asked to serve as Assistant Director, he/she will be expected to serve as Director, if asked, for the following term.

#### **JANUARY-PRE-INSTALLATION**

##### **Second Tuesday - Attend FGCMMD Executive Board Meeting with the Director**

- Meet with current Director to discuss continuing projects and activities.
- Appoint Executive Board's Advisors, Parliamentarian and Committee Chairs.

#### **FEBRUARY -PRE-INSTALLATION**

- [Attend FGCMMD Executive Board Meeting](#) with the Director.
- Continue appointing the Executive Board's Advisors, Parliamentarian and Committee Chairs.
  - Select a Theme and Project and relate them to the NGC, CAR-SGC and FGCMMD leadership's themes. Disseminate the information to the District's Clubs and the FGCMMD office.

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## SECTION 4: DIRECTORS INFORMATION

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- Prepare an installation acceptance speech that includes the Theme and Project. • Schedule an Executive Committee's Planning and Goal's Meeting, preferably in April, after the Annual Meeting.
- Working with the Executive Committee purchase a gift for the outgoing Director.

### **MARCH - YEAR-ONE OF TWO YEAR TERM**

District's [Annual Meeting](#).

- **Fourth Tuesday - Attend the FGCMMD Annual Meeting with the past Director. The past Director is responsible for delivering the Director's Report that addresses their administration's second year.**
- **Begin** compiling a contact's roster of the District's Officers, Committee Chairs and Club Presidents.
- List their name, position, club affiliation, phone, e-mail and mailing address with zip + 4. The Directory Committee will provide the exact formatting information. Beginning **April through May 15** submit the contact information to the Directory Committee. **June 1** is the last date for submitting revision: NOT entire contact roster. Finally, compile a list of the District's Young Gardeners Clubs. **REMEMBER THE SOONER THE BETTER**
- If applicable, begin compiling the District's Directory/Manual for distribution at the Orientation Meeting.
- Meet with the Meetings and Arrangements Chair and the Program Chair to plan the Fall
- Semi-Annual or March Annual Meeting. Set up a report schedule to ensure that arrangements remain on schedule.
- Review and submit dates to the FGCMMD Master Calendar.

## **DIRECTORS' CALENDAR**

### **Year One - April of Election Year through March of Year Two**

Directors have duties to their Clubs, their District and the State. This calendar was developed to assist them in planning their programs and provide a checklist for items with a deadline. **NOTE:** Before scheduling events check the FGCMC Master Calendar for date conflicts. Do a monthly review of upcoming events and notify the Office of meeting dates and events so they may be added to the FGCMC Master Calendar. The Gardenews is published three times a year on the FGCMC Web Site and submission deadlines will be announced.

#### **THIS CALENDAR IS A GENERAL OVERVIEW OF POSSIBLE DISTRICT ACTIVITIES. LISTED BELOW ARE SOME OF THE ACTIVITIES THAT VARY FROM DISTRICT TO DISTRICT.**

- Districts have different schedules for *Executive Board, Presidents' and Orientation* meetings. Include any applicable dates on the District's individual calendar and submit the dates to the Office for the Master Calendar.
- Districts have different schedules for presenting proposed budgets for adoption. This calendar lists April reminders, but Districts should include their applicable dates on the District's individual calendar.
- This calendar lists Semi-Annual and Annual Meetings though some Districts do not hold Semi-Annual Meetings.
- **If possible, attend scheduled Alice Rush McKeon Tree Planting YEAR ONE – When you get the invitation put it on your calendar, it will help you and your District know what to do when it is your turn.**

- 
- Attend the FGCMC Officers/Directors Orientation Meeting.
  - Conduct an Executive Committee Planning and Goals meeting. Consider educational opportunities, chair education, projects, fundraisers, and budgetary issues including donations to FGCMC scholarships, to nature centers, or other philanthropic concerns. Budget for hosting a FGCMC Executive Board Meeting and, if necessary, centerpieces for the FGCMC Annual Meeting. Plan an Orientation Meeting.
  - Issue the Notice to the District's Executive Board and Presidents' Orientation Meeting.
  - Continue compiling and submitting District's contact information to the FGCMC office and Directory Committee.
  - Draw up a proposed budget for the District's Budget-Year.
  - If applicable continue compiling the District's Directory/Manual for distribution at the Orientation Meeting.
  - If hosting the FGCMC May Executive Board Meeting plan morning and lunch menus with hostesses.
  - Review and submit dates for the FGCMC Master Calendar.
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## SECTION 4: DIRECTORS INFORMATION

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### MAY - YEAR ONE

**Second Tuesday - Attend FGCMDB Executive Board Meeting.** One week before the -, meeting e-mail a copy of the Director's report to the Recording Secretary and retain a copy.

- **May 15** - submit the completed contact roster to the Directory Committee.
- Issue a reminder of the District's Orientation Meeting.
- If applicable continue compiling the Directory/Manual for distribution at the Orientation Meeting.
- Prepare agenda for Orientation Meeting.
- May or June District's Executive Board and Presidents' Orientation Meeting.
- Distribute Directories.
- Present proposed budget for adoption.
- Disseminate FGCMDB's Names, contact information, themes and projects, to the Clubs for their yearbooks.
- Review and submit dates for the FGCMDB Master Calendar.

### JUNE - YEAR ONE

- May or June District's Executive Board and Presidents Orientation Meeting.
- If applicable distribute Directories.
- Present proposed budget for adoption.
- Disseminate FGCMDB's Names, contact information, themes and projects, to the Clubs for their yearbooks.
- Review and submit dates for the FGCMDB Master Calendar.

### JULY & AUGUST - YEAR ONE

Early August - Issue the Notice for the October Semi-Annual Meeting. Include the District Directors, the FGCMDB Executive Committee and invite the FGCMDB President to be the District's paid guest.

- August - If hosting the September FGCMDB Board Meeting plan morning and lunch menus with hostesses.
- Review and submit dates for the FGCMDB Master Calendar.

### SEPTEMBER - YEAR ONE

- **Second Tuesday - Attend FGCMDB Executive Board Meeting.** One week before the meeting e-mail a copy of the Director's report to the Recording Secretary and retain a copy.
- Issue a reminder to the Clubs that the awards deadlines are November 1.
- Meet with the Meetings and Arrangements Chair and the Program chair to finalize arrangements for the Semi-Annual Meeting.
- Remind relevant District Members to prepare their annual reports for presentation at the Semi-Annual Meeting.

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## SECTION 4: DIRECTORS INFORMATION

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- Compile the District's Annual Meeting's agenda and prepare the Director's report.
- Review and submit dates for the FGCMC Master Calendar.

### OCTOBER - YEAR ONE

- **District's Semi-Annual Meeting.**
- If possible, attend other District's Semi-Annual Meetings.
- If possible, attend the Central Atlantic Region of State Garden Clubs (CAR-SGC) Conference.
- Meet with the Meetings and Arrangements Chair and the Program Chair to plan the Annual Meeting. Set up a report schedule to ensure that arrangements remain on schedule.
- If hosting the November FGCMC Board Meeting plan morning and lunch menus with hostesses.
- Review and submit dates for the FGCMC Master Calendar.

### NOVEMBER - YEAR ONE

- **Second Tuesday - Attend the FGCMC Executive Board Meeting.** One week before the meeting e-mail a copy of the Director's report to the Recording Secretary and retain a copy.
- Review and submit dates for the FGCMC Master Calendar.

### DECEMBER - YEAR ONE

- Review and submit dates for the FGCMC Master Calendar.
- FGCMC Office closed December 23 - January 1.
- If hosting the January FGCMC Executive Board Meeting plan morning and lunch menus with hostesses.

### JANUARY YEAR TWO

- **Second Tuesday - Attend FGCMC Executive Board Meeting.** February snow date. One week before the meeting e-mail a copy of the Director's report to the Recording Secretary and retain a copy.
- Issue the Notice to the March Annual Meeting. Include the District Directors, the FGCMC Executive Committee and invite the FGCMC President to be the District's paid guest.
- Send Club Presidents and Treasurers a reminder to file their club's 990-N Ce-Postcard). (Refer to the information below)
- **Remind the District's Treasurer to file the District's 990-N Ce-Postcard),** if gross receipts are \$25,000 or less. The 990-N must be filed electronically by the 15th day of the 5th month after the close of the Club's tax year. If the tax year closes on December 31, the 990-N must be filed by **May 15**. Be sure it is done!

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## SECTION 4: DIRECTORS INFORMATION

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### **FEBRUARY - YEAR TWO**

- Issue a reminder of the District's Annual Meeting.
- Conduct the annual review of the District Bylaws and Policies.
- Meet with the Meetings and Arrangements Chair and the Program Chair to finalize arrangements for the Annual Meeting.
- Remind relevant District members to prepare their annual reports for presentation at the March Annual Meeting.
- Compile the District's Annual Meeting's agenda and prepare the Director's report.

### **MARCH - YEAR TWO**

- **District's Annual Meeting.**
- Attend other District's Annual Meetings as possible.
- **Fourth Tuesday - Attend the FGCMD Annual Meeting.** One week before the meeting e-mail a copy of the Director's report to the Recording Secretary and retain a copy.
- Meet with the Meetings and Arrangements Chair and the Program Chair to plan the Semi-Annual or Annual Meeting. Set up a report schedule to ensure that arrangements remain on schedule.
- Review and organize the Director's manual. Include all pertinent information and communications.

### **APRIL - YEAR TWO**

- Conduct an Executive Committee Planning and Goals meeting. Consider educational opportunities, chair education, projects, fundraisers, and budgetary issues including donations to FGCMD scholarships, to nature centers, or other philanthropic concerns. Budget for hosting a FGCMD Executive Board Meeting and, if necessary, centerpieces for the FGCMD Annual Meeting. Plan an Orientation Meeting for new Presidents.
- Compile proposed budget for the District's Budget-Year.
- If hosting the May FGCMD Executive Board Meeting plan morning and lunch menus with hostesses.
- Review and submit dates for the FGCMD Master Calendar.

### **MAY-YEAR TWO**

- **Second Tuesday - Attend the FGCMD Executive Board Meeting.** One week before the meeting e-mail a copy of the Director's report to the Recording Secretary and retain a copy.
- Review and submit dates for the FGCMD Master Calendar.

### **JUNE - YEAR TWO**

- Review and submit dates for the FGCMD Master Calendar.

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## SECTION 4: DIRECTORS INFORMATION

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### JULY & AUGUST - YEAR TWO

- Early August- Issue the Notice for the October Semi-Annual Meeting. Include the District Directors, the FGCMDC Executive Committee and invite the FGCMDC President to be the District's paid guest.
- Meet with the Meetings and Arrangements Chair and the Program Chair to plan the Semi-Annual Meeting. Set up a report schedule to ensure that arrangements remain on schedule.
- August - If hosting the September FGCMDC Board Meeting plan morning and lunch menu with hostesses.
- Review and submit dates for the FGCMDC Master Calendar.
- August - If hosting the September FGCMDC Board Meeting plan morning and lunch menu with hostesses.
- Review and submit dates for the FGCMDC Master Calendar.

### SEPTEMBER-- YEAR TWO

- **Second Tuesday - Attend the FGCMDC Executive Board Meeting.** One week before the meeting e-mail a copy of the Director's report to the Recording Secretary and retain a copy.
- The District Board selects a District representative to serve on the FGCMDC Nominating Committee and submits the name at the FGCMDC September Meeting.
- Issue a reminder to the Clubs that the awards deadlines are November 1.
- Meet with the Meetings and Arrangements Chair and the Program Chair to finalize arrangements for the Semi-Annual Meeting.
- Remind relevant District Members to prepare their annual reports for presentation at the Semi-Annual Meeting.
- Compile the District's Annual Meeting's agenda and prepare the Director's report.
- Review and submit dates for the FGCMDC Master Calendar.

### OCTOBER - YEAR TWO

- District Semi-Annual Meeting.
- If possible, attend other District's Semi-Annual meetings.
- If possible, attend the Central Atlantic Region of State Garden Clubs (CAR-SGC) Conference.
- If hosting the November FGCMDC Board Meeting plan morning and lunch menus with hostesses.
- Review and submit dates for the FGCMDC Master Calendar.

### NOVEMBER - YEAR TWO

- **Second Tuesday - Attend the FGCMDC Executive Board Meeting.** One week before the meeting e-mail a copy of the Director's report to the Recording Secretary and retain a copy.

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## SECTION 4: DIRECTORS INFORMATION

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- Order Incoming Director's pin for the District's March Annual Meeting.
- Review and submit dates for the FGCMC Master Calendar.

### **DECEMBER - YEAR TWO**

- FGCMC office closed December 23 - January 1.
- If hosting the FGCMC January Executive Board meeting plan morning and lunch menu with hostesses.
- Give Assistant Director a **COPY** of Duties of Assistant Directors and January, February and March Calendar from Director's Green Handbook
- Review and submit date for the FGCMC Master Calendar.

### **JANUARY - YEAR THREE (NEARING END OF TERM)**

- **Second Tuesday - Attend the FGCMC Executive Board Meeting.** One week before the meeting e-mail a copy of the Director's report to the Recording Secretary and retain a copy.
- Issue the Notice to the March Annual Meeting. Include the District Directors, the FGCMC Executive Committee and invite the FGCMC President to be the District's paid guest.
- Invite the FGCMC President to conduct the installation ceremony.
- Send Club Presidents and Treasurers a reminder to file their Club's 990-N (e-Postcard). (Refer to the information below).
- Remind the **District's Treasurer** to file the District's 990-N (e-Postcard), if gross receipts are \$25,000 or less. The 990-N must be filed electronically by the 15th day of the 5th month after the close of the Club's tax year. If the tax year closes on December 31, the 990-N must be filed by **May 15**. Be sure it is done!
- Review and organize the Director's manual. Include all pertinent information and communications. Meet with the Director-Elect to discuss the transition and to provide support and advice, if asked!
- Review and submit dates for the FGMD calendar.

### **FEBRUARY - YEAR THREE (NEARING END OF TERM)**

- Issue a reminder of the District's March Annual Meeting.
- Conduct the annual review of the District Bylaws and Policies.
- Meet with the Meetings and Arrangements Chair to finalize arrangements for the Annual Meeting.
- Remind relevant District members to prepare their annual reports for presentation at the March Annual Meeting.
- Compile the District's Annual Meeting's agenda and prepare the Director's report.
- Review and submit dates for the FGCMC Master Calendar.

**MARCH - END OF TWO-YEAR TERM - Congratulations on a job well done!**

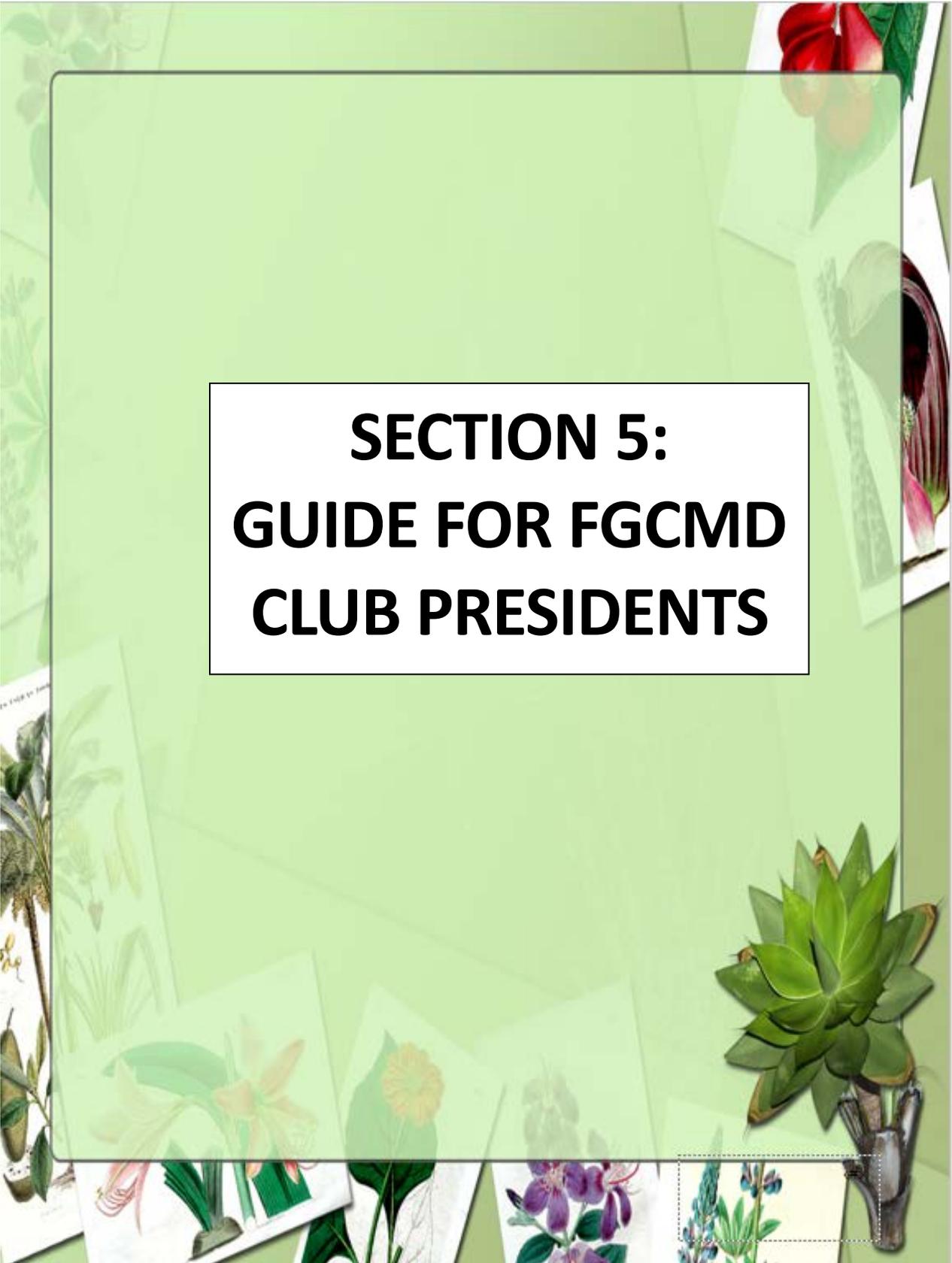
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## SECTION 4: DIRECTORS INFORMATION

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- **District's Annual Meeting. Installation of incoming Officers.** If there are vendors, they must provide a certificate of insurance.
- If possible, attend other District's Annual Meetings.
- **Fourth Tuesday -Attend the FGCMD Annual Meeting.** One week before the meeting e-mail a copy of the Director's report to the Recording Secretary and retain a copy.
- Review and organize the Director's manual. Include all pertinent information and communications.

Revised April 2019



**SECTION 5:  
GUIDE FOR FGCMDC  
CLUB PRESIDENTS**

SECTION 5: GUIDE FOR FGCMDC CLUB PRESIDENTS

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## **LETTER FROM THE PRESIDENT**

Dear Club President,

Congratulations on being elected President of your garden club! Leading and guiding your garden club activities and projects can be a fun and rewarding experience. It is a team effort with everyone on the team making a contribution.

In order to help you in your job as President, this booklet contains information and resources that you may need – to help you conduct the business meeting, to give you background information that you may not know or to help guide you in finding resources for education and projects.

Below is a “creative” list of duties for a Club President:

**C**ommunicate with all members and officers

**L**earn from district, state and national publications and **SHARE** them with members

**U**nderstand the power of personally inviting someone to attend or join the club

**B**ylaws – are they member-friendly and inclusive?

**P**reside at club meetings with an agenda

**R**epresent the club at District and State meetings

**E**ncourage participation; emphasize educational programs

**S**elect chairmen and support new ideas

**I**dentify why you exist as a group; do you need a new purpose or focus?

**D**ecide on a goal or theme

**E**njoy each other, gardening and flowers

**N**ew ways to do things

**T**reasurer is a key player of the club

My best wishes for a successful administration,

Anna O’Kelly

President, Federated Garden Clubs of Maryland

## **INFORMATION AND IDEAS**

### **General Information**

1. All the information you need to know is in your district, state and national publications and on their websites.
2. Notify the **District Director** when the Club President changes. Send the contact information **as soon as possible** so the president will receive all pertinent communication.
3. Use Member Services of National Garden Clubs to order ribbons for Flower Shows, a pin for the club president, books, videos, etc. (See page 89.) The State Office also has a supply of flower show ribbons and entry cards available for purchase.
4. Encourage members to attend District meetings, State Conventions and Schools (Flower Show School, Landscape Design School, Gardening School and Environmental School) for further educational information.
5. Apply for District, State, Region, and NGC awards for the work the club is doing. The monetary award can add funds to the project. The recognition for a job well done serves as a source of ideas for other clubs.
6. Invite the District Director and State President to special events of the club, such as anniversaries, flower shows, etc.

### **Financial**

1. The club's bank account should have the EIN (Employer Identification Number) obtained by the club, not the Social Security Number of an individual member in the club. An EIN can be obtained from the IRS using form SS-4, which can be found on the IRS website, [www.irs.gov](http://www.irs.gov). Application can be made by phone, fax, online or by mail.
2. Donations to your club are tax-deductions to the donor only if the club has IRS 501(c)(3) status that has been obtained by the club from the IRS or the club is a subordinate in the IRS Group Exemption through the State Garden Club organization. Any other questions about non-profit organizations can be found at <http://www.IRS.gov/Charities-&-Non-Profits/CharitableOrganizations>. Check out the IRS 1023-EZ streamline process for applying for tax exempt status.
3. Being tax-exempt means the club is exempt from paying **federal income tax**. It does not mean the club does not have to pay **state sales tax** unless the club has acquired an exemption from the state government to not pay sales tax.
4. If your club is sponsoring an event in a location that requires liability insurance, check with your state organization to see if they provide that coverage for the clubs in the state. If not, the club will need to acquire their own policy.

### **IDEAS**

1. Use a club newsletter by email or regular mail to better communicate with all members and/or shorten the business portion of the club meeting by putting some chairmen's reports in it.
2. Honor a club member with a Life Membership in FGCMDC. This \$75 contribution goes to the Life Scholarship fund. The donation should be sent to the FGCMDC Office Administrator.
3. The sale of NGC *Vision of Beauty Calendars* can be used as a fundraiser. (See page 19).
4. Meeting ideas that will save the club paying for a speaker for a meeting:
  - Let the District meeting be one of your club's meetings.
  - Join with other club/clubs for a monthly program.
  - Visit gardens or flower shows for a monthly meeting.

## SAMPLE AGENDA

As President, you should always have a **written AGENDA**, or ORDER OF BUSINESS, for each meeting. It should include the following:

1. **CALL MEETING TO ORDER** - Opening exercises, such as invocation or pledge of allegiance (optional)

2. **MINUTES OF PREVIOUS MEETING**

- If not previously distributed by email, minutes should be distributed or read by the Recording Secretary.
- After any additions or corrections by a member, say “**APPROVED AS READ (OR AS CORRECTED)**,” usually by general consent. No motion or vote is needed to approve.
- **Minutes are the written record of the proceedings and should include:**
  - Date
  - Time
  - Place of meeting
  - Presence of president and secretary or their substitutes
  - Approval of minutes of the previous meeting
  - Treasurer’s Financial Report
  - Record of actions taken, including all main motions whether adopted or lost (but not if withdrawn); name of maker (but not seconder) of the main motions
  - Time of adjournment
  - Signature of Recording Secretary

3. **TREASURER’S REPORT**

- Emailed ahead of time or distributed and/or read by the Treasurer.
- After any questions or corrections, say “**THE REPORT WILL BE FILED.**” • **No motion or vote is needed to accept report.**
- **Example of a brief form for Treasurer’s monthly report:**

Balance on hand (date of last report)		\$ _____	
Receipts (for current month)		+ _____	
	Total	_____	
Expenses (for current month)		- _____	
	Balance on hand (date of present report)	_____	
	(Signature), Treasurer		

4. **REPORTS OF OFFICERS AND STANDING COMMITTEES**

5. **REPORTS OF SPECIAL COMMITTEES**

6. **UNFINISHED BUSINESS**

7. **NEW BUSINESS**

8. **ANNOUNCEMENTS**

9. **ADJOURNMENT**

**SAMPLE CLUB BUDGET**

**Club Name:**

**Year:** \_\_\_\_\_

**Contact Person:**

**Address:**

**Phone:**

**Email:**

**SAMPLE BUDGET**

**INCOME** (List all sources of income\*)

	<b>AMOUNT</b>
Dues - 20 members @ \$25 per member	\$500.00
Fundraisers	
Plant Sale	\$200.00
Calendar Sales	\$120.00
Donations	\$115.00
Interest from Savings Account	\$15.00
Interest from Certificates of Deposit	\$50.00
<b>TOTAL INCOME</b>	<b>\$1,000.00</b>

**EXPENSES**

Membership Expenses	
State Dues - 20 @ \$3.50 per member	\$70.00
District Dues - \$10 per club	\$10.00
Meeting Expenses	
Programs	\$250.00
Room Rental Fees	\$100.00
Judges' Gifts	\$25.00
Printing/Postage	
Yearbook	\$100.00
Newsletter	\$75.00
Recording Secretary/Treasurer	\$20.00
Corresponding Secretary	\$15.00
Activities	
Fundraiser - Plant Sale	\$50.00
Fundraiser - Calendars	\$60.00
Flower Show	\$75.00
Donations	

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**SECTION 5: GUIDE FOR FGCMDC CLUB PRESIDENTS**

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Nature Camp	\$75.00
State Life Membership	\$50.00
Blue Star Memorial	\$25.00

<b>TOTAL EXPENSES</b>	<b>\$1,000.00</b>
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**SAMPLE YEAR-END FINANCIAL REPORT**

**GREEN THINGS GARDEN CLUB**

**ANNUAL FINANCIAL REPORT                      JUNE 1, 2021 – MAY 31, 2022**

**Jane Gardenclubber, Treasurer**

<b>INCOME</b> (List all sources of income*)	<b>BUDGET</b>	<b>ACTUAL</b>
Dues - 20 members @ \$25 per member	\$500.00	\$500.00
New Member Dues - 2 @ \$25		\$50.00
Fundraisers		
Plant Sale	\$200.00	\$235.00
Calendar Sales	\$120.00	\$135.00
Donations	\$115.00	\$149.00
Interest from Savings Account	\$15.00	\$12.35
Interest from Certificates of Deposit	\$50.00	\$50.00
Activities		
November Box Lunch		\$220.00
Holiday Party		\$120.00
Annual Installation Luncheon		\$440.00
Floral Design Workshop		\$150.00
District Meetings - Registration/Lunch Fees		\$100.00
Bus Trip - Botanical Garden Tour		\$300.00
<b>TOTAL INCOME</b>	<b>\$1,000.00</b>	<b>\$2,461.35</b>

**EXPENSES**

Membership Expenses		
State Dues - 22 @ \$3.50 per member	\$70.00	\$77.00
District Dues - \$10 per club	\$10.00	\$10.00
Meeting Expenses		
Programs	\$250.00	\$225.00
Room Rental Fees	\$100.00	\$75.00
Judges' Gifts	\$25.00	\$24.75
Printing/Postage		
Yearbook	\$100.00	\$105.75
Newsletter	\$75.00	\$78.80
Recording Secretary/Treasurer	\$20.00	\$12.25
Corresponding Secretary	\$15.00	\$8.95

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## SECTION 5: GUIDE FOR FGCMDC CLUB PRESIDENTS

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### Activities/Fundraisers

Fundraiser - Plant Sale	\$50.00	\$45.63
Fundraiser - Calendars	\$60.00	\$55.50
Flower Show	\$75.00	\$72.29
November Box Lunch		\$211.23
Holiday Party		\$105.40
Annual Installation Luncheon		\$445.50
Floral Design Workshop		\$145.50
District Meetings - Registration/Lunch Fees		\$100.00
Bus Trip - Botanical Garden Tour		\$300.00

### Donations

Nature Camp	\$75.00	\$75.00
State Life Membership	\$50.00	\$50.00
Blue Star Memorial	\$25.00	\$25.00

### **TOTAL EXPENSES**

**\$1,000.00      \$2,248.55**

*\*Note: Any funds that are deposited in the bank are considered part of gross income such as dues, lunches, fundraisers, plant sales, interest, etc.*

## **SAMPLE 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 in which 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

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## SECTION 5: GUIDE FOR FGCMDC CLUB PRESIDENTS

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A brief general statement of purpose concisely expressed in a single sentence which sets the boundaries within which business may be introduced at 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. Date member will be dropped for nonpayment of dues.

Section 5. Procedure for resigning and reinstatement.

### ARTICLE IV. OFFICERS

Section 1. Officer's titles listed according to rank.

Section 2. How elected or appointed.

Section 3. Term 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 bylaws and the adopted parliamentary authority".

Section 6. Method of nominating officers.

Procedure for election or 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.

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## SECTION 5: GUIDE FOR FGCMDC CLUB PRESIDENTS

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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 respective committees.

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 the president as deemed necessary to carry on the work of the club".

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

### ARTICLE VIII. PARLIAMENTARY 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 in 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 members and/or the club.



## **MEMBERSHIP**

### **BE PROACTIVE ABOUT MEMBERSHIPS**

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

**Be proactive instead of reactive!**

**Proactive** - Creating or controlling a situation by causing something to happen rather than responding to it after it has happened. **Reactive** – Responding to a situation

### **WE NEED TO LEARN THE 3 R's OF MEMBERSHIP – RECRUIT, RETAIN AND REVITALIZE!**

#### **1. RECRUITMENT**

##### **Are your Bylaws Member-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 and explains things and makes them feel welcome.
- Are visitors introduced?
- Are visitors invited back?
- Are visitors given an explanation regarding what your club is all about?
- 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 your club's information in it and place at doctor's offices or other waiting rooms. Give your local library a copy of your state magazine 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 realtors to give to prospective buyers. Have contact information on it. Greet a new neighbor with an invitation to join.
- Volunteer to write a gardening article for your newspaper.

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## SECTION 5: GUIDE FOR FGCMDC CLUB PRESIDENTS

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- Wear shirts with your Garden Club's name on them when working in your 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 your 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 a 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 gardens...

### **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 club by an oral invitation.**

## **2. RETAINING MEMBERS**

- Make sure every member is spoken to, especially newer members.
- Call club members who have stopped attending your meetings. Offer to pick them up and bring them to 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 fund raisers so that members aren't constantly giving financially to projects

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## SECTION 5: GUIDE FOR FGCMDC CLUB PRESIDENTS

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- 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 club's 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.

## **3. 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 in 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 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!**

## **HOW IS MY GARDEN CLUB PART OF NATIONAL GARDEN CLUBS?**

The dues paid by your garden club to the Federated Garden Clubs of Maryland include dues to National Garden Clubs, Inc., a non-profit educational organization headquartered in St. Louis, Missouri. Every member of your club is a member of the Federated Garden Clubs of Maryland, Central Atlantic Region of State Garden Clubs, and National Garden Clubs, Inc. In order for the state and national organizations to be helpful to an individual club, each organization is also divided into geographical districts.

**Your Garden Club**



**State Garden Club Organization**

Each state is divided into geographic districts.



**National Garden Clubs, Inc.**

Composed of the 50 state garden club organizations and National Capital Area Garden Clubs  
All the states are divided into 8 geographic regions



### **BENEFITS OF MEMBERSHIP IN FEDERATED GARDEN CLUBS OF MARYLAND**

1. The State publishes three (3) issues of the Gardenews newsletter annually, which is posted to the website and emailed to District Directors for distribution to Club Presidents. The Horticulture Chairman publishes a bi-monthly newsletter that is emailed to the District Directors for distribution to Club Presidents. The State publishes a Directory biennially in the odd year that is distributed to State Committee and Council Chairmen at the September Executive Board Meeting.
2. The State website ([www.fgcofmd.org](http://www.fgcofmd.org)) includes the State Calendar of Events, information regarding how to apply for Awards and Scholarships, and other valuable member resources.
3. FGCMDC General Liability Insurance, purchased through the brokerage firm of Assured Partners of Maryland, LLC., extends insurance coverage to all Member Clubs for their flower shows, educational, special and public event. A copy of the certificate of coverage is available on the website under Member Resources.

The coverage pays when the FGCMDC or one of its Member clubs is found legally liable for a covered occurrence. An example of an occurrence is when a member of the public is injured at a flower show or other sponsored event. Member clubs that require Certificates of Insurance for sponsored event can contact the FGCMDC office which can provide a certificate for a specific occasion.

There is no need or requirement for clubs to show evidence of insurance if they go out collectively as a group

Questions or concerns regarding the FGCMDC insurance policy can be directed to either the FGCMDC President or to the Office Administrator during office hours.

4. The State offers opportunities to apply for monetary awards for club projects and photography awards in several different categories. Available awards may be found on the State website.



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

**BENEFITS OF MEMBERSHIP IN NATIONAL GARDEN CLUBS, Inc.**

Headquarters in St. Louis, Missouri

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

National Garden Clubs, Inc. (NGC), is the largest volunteer gardening organization in the world with approximately 145,000 members in nearly 5,000 local garden clubs, 50 state garden clubs and the National Capital Area Garden Club, over 60 national affiliated organizations within the United States and over 330 international affiliated organizations.

The mission of National Garden Clubs, Inc., is to provide education, resources and national networking opportunities for its members to promote the love of gardening, floral design and civic and environmental responsibility. NGC provides many options for education and for participation in various projects.

When garden clubs join together at both the state and national level, a strong network is formed to make a powerful voice that can be heard nationally to address current issues, such as climate change; water shortages; declining population of pollinators and amphibians; best growing practices; beautification of our towns, cities and highways; hunger in the United States and the benefits of locally grown food.

**To the Individual Garden Club Member**

1. Access to *The National Gardener* magazine, which is published four times a year.
  - The current issue, as well as previous issues, can be viewed on National Garden Clubs. [www.gardenclub.org](http://www.gardenclub.org)
  - Information in this publication includes articles on horticulture, floral design, landscape design, flower shows, conservation, environmental awareness and youth programs; details on participating in specific projects of National Garden Clubs; the latest information concerning NGC Awards; and information on the NGC Schools.
2. Eligible to receive PLANT AMERICA Community Project Grants for club projects in your community.
3. Eligible to receive grants from NGC Sponsors and Partners.
4. Eligible to attend NGC's annual convention for additional educational opportunities. These meetings, whose location rotates around the country, offer the garden club member a chance to hear speakers and tour gardens that are not available locally. Another benefit of attendance is learning of project ideas for your club as you see what other clubs all over the country are doing.
5. Opportunity to attend any or all of the four NGC schools – Flower Show School, Landscape Design SCHOOL, Gardening School and Environmental School. Even though these schools are hosted by state garden clubs and councils of flower show judges and landscape design consultants, National Garden Clubs develops the curriculums; writes and publishes some of the materials; and trains instructors for flower show schools.

**By being a member of a Garden Club that belongs to National Garden Clubs, you have chosen a club with these opportunities:**

1. Individual clubs can choose from a variety of educational, beautification, social, and service projects, depending on member interests and local needs. Together, garden clubs across the nation can either make a large impact supporting several programs sponsored by National Garden Clubs or have access to certain programs for the club through National Garden Clubs:
  - US Forest Service Penny Pines Program which replants damaged state and national forests.
  - Natural Disasters, USA which supplies funds to help replant, restore and beautify a public area that has been damaged or destroyed by a natural disaster. A member club may receive up to \$5000 per disaster per fiscal year.
  - Smokey Bear/Woodsy Owl Poster Contest for youth in conjunction with the US Forest Service.
  - College scholarships to students whose career is going to be in one of the fields of study related to horticulture and the environment.
  - Blue Star **and Gold Star** Memorial Marker Program that honors service men and women through the placement of Blue Star Memorial Markers and By-Way Markers.
  - Plant America Grants program, a member club can receive up to \$1000.
  - Other NGC projects can be found at [www.gardenclub.org/projects-overview](http://www.gardenclub.org/projects-overview)
2. Access to free publications and resource materials for the club through NGC Member Services.
3. NGC gives national awards for club and individual project work. Some have a monetary award.
4. Networking opportunities to learn of projects for the club that provide an outreach to the community such as garden therapy, Habitat for Humanity landscaping, school gardens, youth projects, etc.



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

## **STATE AND DISTRICT PUBLICATIONS AND WEBSITES**

**CLUB NEWSLETTERS** - Many individual clubs publish newsletters for better communication with all members and/or to shorten the business portion of the club meeting by including some chairmen's reports in it. Some clubs mail or email them to members, and some give them out at the meeting.

**DISTRICT NEWSLETTERS** - Districts may select to publish a newsletter. It may contain registration forms for District meetings, reports of District Chairmen, and announcements from clubs.

**STATE PUBLICATIONS** – The Gardenews is published three times per year and is distributed to the District Directors and posted on the State website.

**STATE YEARBOOK** - The Directory is published biennially and distributed at the September State Executive Board Meeting during the first year of an administration.

**IMPORTANT DATES**

PLEASE REFER TO THE FGCMDC WEBSITE  
CALENDAR FOR MORE COMPLETE INFORMATION

- JANUARY 31 -**            **DEADLINE** for annual dues for each member to state.  
\$11.00/member sent to STATE Treasurer
- MARCH**                    Districts and State Annual Meeting
- APRIL/MAY -**            Annual Convention of NGC, Inc.; registration forms and  
description of program in ***THE NATIONAL GARDENER***.
- OCTOBER 15 -**            **DEADLINE** for Award Applications due to District Awards  
Chairman

## WHAT IS \_\_\_\_\_ ?

### 1. TNG

*TNG* stands for *The National Gardener*. It is a magazine published four (4) times a year by National Garden Clubs, Inc., that is available on the NGC website. Besides information on NGC projects and schools, it contains articles on horticulture, gardening, floral design, conservation and the environment; project ideas of clubs throughout the US; and lists of national awards for individuals/clubs/states. Any member may submit an article to be included. The deadlines are May 1, August 1, November 1 and February 1.

### 2. KIT

*KIT* stands for *Keeping In Touch*. It is a newsletter published to keep State Presidents, Club Presidents and club members informed. It contains updates from the NGC President, NGC Chairmen's updates and more. An electronic version is emailed to all State Presidents for distribution to each club president, with the request that they are distributed to each of their members. A copy is available through download to all members from the NGC website ([www.gardenclub.org/ngc-state-presidents](http://www.gardenclub.org/ngc-state-presidents))

### 3. MEMBER SERVICES (Our Store)

Member Services is the original name of the department at Headquarters that offers items used by members of NGC, as well as products that are unique to our organization. Member Services is now an Online Store on the NGC website ([www.gardenclub.org/our-store](http://www.gardenclub.org/our-store)) with photographs of every item that can be purchased directly online or by calling NGC Headquarters, (314) 776-7574, Ext. 17. The sale of these items helps support NGC projects:

- Supplies for Flower Shows, including exhibiting cards and ribbons
- Pins for Club Presidents and other NGC jewelry
- Certificates to honor your members
- Books for youth
- NGC's *Vision of Beauty* Calendar
- Other educational tools
- Books for the required reading of NGC Schools
- Books for your reading enjoyment
- Gardening gifts

### 4. Vision of Beauty Calendar

NGC publishes a calendar, entitled *Vision of Beauty*, every year. Included in it are photographs of floral designs and gardens from members of clubs affiliated with National Garden Clubs. These calendars offer inspiration to floral designers and gardeners, who often keep their copies over the years for reference and can be purchased. These calendars can be purchased from the NGC Official Online Store ([www.gardenclub.org/our-store](http://www.gardenclub.org/our-store)) or by calling NGC Headquarters at (314) 776-7574, Ext. 1.

## **5. SCHOOLS**

Educational courses are offered by State Garden Club organizations: Environmental courses through the Environmental Consultants Council, Gardening courses through the Gardening Consultants Council, Flower Show Judges through Judges Council and Landscape Design through the Landscape Design Council. National Garden Clubs (NGC) develops the curriculums, writes and publishes some of the materials and trains instructors for flower show schools. The list of upcoming schools nationwide can be found on the NGC Website <http://www.gardenclub.org/our-schools>.

### **ENVIRONMENTAL SCHOOL**

The Living Earth Environmental School is composed of a minimum of 40 hours of study divided into four courses. The courses investigate AIR, LAND and WATER. The units are divided into Ecology and Environmental Science, Life on Earth and Earth Stewardship. Environmental School is open to everyone, whether or not they are garden club members. A Garden Club member may take the exams to be an Environmental Consultant (recognizing the achievement, but does not convey professional status) and eligible to join the Environmental Consultants Council. The Council provides meetings, programs and tours that further the education of the Consultants. ([www.gardenclub.org/environmental-school](http://www.gardenclub.org/environmental-school)).

### **GARDENING SCHOOL**

Gardening School is composed of a minimum or 40 hours of continuing education in the study of horticulture divided into four courses. Some of the topics covered include basic botany, soils, plant propagation, plant diseases and pests, pruning techniques, growing vegetables, fruit and plants. Gardening School is open to everyone, whether or not they are garden club members. A Garden Club member may take the exams to be a Gardening Consultant (recognizing the achievement, but does not convey professional status) and eligible to join the Gardening Consultants Council. The Council provides programs, tours and meetings that further the education of the Consultants. ([www.gardenclub.org/gardening-school](http://www.gardenclub.org/gardening-school)).

### **LANDSCAPE DESIGN SCHOOL**

Landscape Design School is composed of a minimum of 40 hours of study divided into four courses. Some purposes of Landscape Design School is to learn the value of designing outdoor spaces, learn about ecology and landscape design in urban and suburban settings, to gain ideas for the home landscape and to gain knowledge to assist in landscape design on civic projects. Landscape Design School is open to everyone, whether or not they are garden club members. A Garden Club member may take the exams to be a Landscape Design Consultant (recognizing the achievement, but does not convey professional status) and eligible to join the Landscape Design Council. The Council provides programs, tours and meetings that further the education of the Consultants. ([www.gardenclub.org/landscape-design-school](http://www.gardenclub.org/landscape-design-school)).

These educational courses are offered by State Garden Club organizations and councils of flower show judges and landscape design consultants. National Garden Clubs develops the curriculums; writes and publishes some of the materials; and trains instructors for flower show schools. The list of upcoming schools nationwide can be found on the NGC Website <http://www.gardenclub.org/our-schools>

**FLOWER SHOW SCHOOL** - consists of a series of four courses (see *Handbook for Flower Shows, 2017 edition* for detailed outline). **ANYONE** may attend all or any part of the course by registering with the Flower Show School Registrar and paying the registration fee. The exam may be taken only by active, garden club members who have attended all lectures in their entirety and wish to obtain credits that lead toward becoming an Accredited Flower Show Judge. The purpose is:

- 1) To train and accredit prospective judges.
- 2) To provide opportunities for Accredited Judges to keep in good standing.
- 3) To increase interest and knowledge in horticulture and design.
- 4) To encourage educational Flower Shows of high caliber. Flower Show School is an excellent tool for gaining valuable information on judging, flower show procedure, horticulture, and floral designing. ([www.gardenclub.org/flower-show-school](http://www.gardenclub.org/flower-show-school))

**SYMPOSIUM** - is a course of advanced study on horticulture, floral design and allied subjects (as outlined in *Handbook for Flower Shows, 2017 edition*). **ANYONE** may attend all or any part of the course by registering with the Symposium Registrar and paying the registration fee. The purpose is to provide credit needed to advance from Accredited Judge to Life and then to Master, as well as enabling Master Judges to keep in Good Standing. Only Accredited Judges are allowed to take the scoring examinations. ([www.gardenclub.org/symposiums](http://www.gardenclub.org/symposiums))

**FLOWER SHOW JUDGE** - is an active, dues-paying member of a NGC, Inc. club or International Affiliate club that has successfully completed the four courses of Flower Show School; received the required exhibition, judging and schedule writing credits; and has passed the Reading Examination.

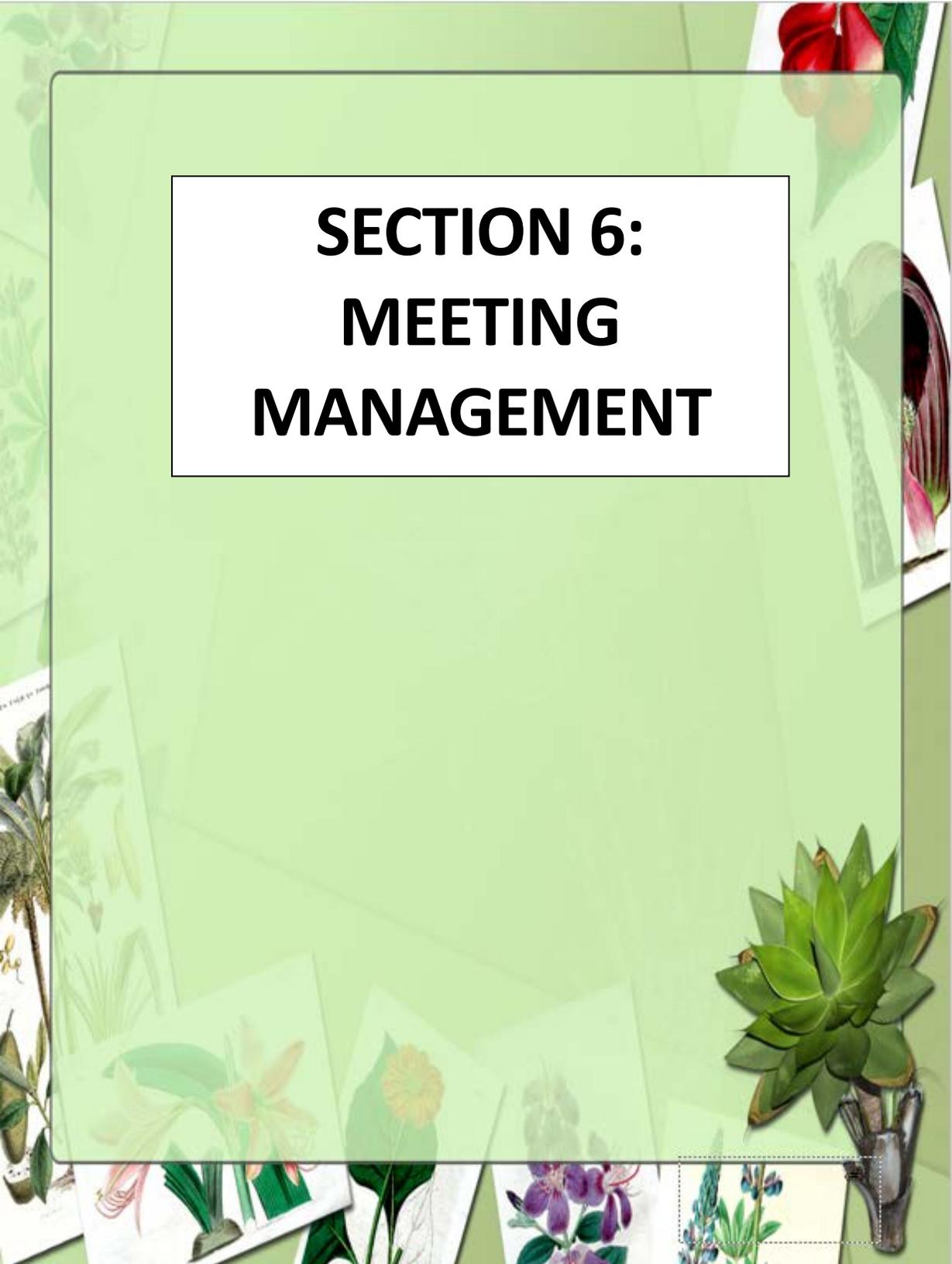
## **6. NGC HANDBOOK FOR FLOWER SHOWS**

This handbook is written and published by National Garden Clubs, Inc. It is the main textbook for NGC's Flower Show Schools. It is a resource on how to plan, stage and execute flower shows, as well as judging procedure. Information is also included on principles and elements of design, floral design types, and horticulture. These handbooks can be purchased from the NGC Official Online Store ([www.gardenclub.org/our-store](http://www.gardenclub.org/our-store)) or by calling NGC Headquarters, (314) 776-7574, Ext. 17.

## **7. NGC Awards List**

The complete list of NGC Awards is available on the NGC website, AWARDS tab. They are also published in the fall issue of *The National Gardener* in odd-numbered years. Any changes are published in the fall issue in even-numbered years. ([www.gardenclub.org/ngc-awards](http://www.gardenclub.org/ngc-awards))

May Revised 2020

The background of the page is a light green color with a collage of botanical illustrations. These include various plants, flowers, and leaves in different colors like red, purple, yellow, and green. Some illustrations are framed, while others are not. The overall aesthetic is clean and professional, with a focus on nature and science.

# SECTION 6: MEETING MANAGEMENT

**SECTION 6: MEETING MANAGEMENT**  
**CONDUCTING A MEETING**

**PUBLIC SPEAKING**

Knowing that you will be speaking to a group often helps in organizing your thoughts logically beforehand, and in presenting your material convincingly. No special gift is required: you have ability, you learn. As a leader, effective public speaking is an important aspect of your office. Remember to:

- Stand up straight.
- Look people in the eye.
- Speak up; project your voice confidently.
- Be authentic.
- If necessary or appropriate, you may apologize for an error, but only ONCE - then move along.

**BASIC PROTOCOL AND PARLIAMENTARY PROCEDURE**

**What is Parliamentary Law?** Courtesy and justice for all. Consider one thing at a time. The minority must be heard. The majority must prevail.

**PROTOCOL FOR PRESIDING OFFICERS**

As the presiding officer, it is important for you familiarize yourself with the fundamental rules of parliamentary law (a copy of the most current edition of *Robert's Rules of Order* is most helpful), and with the Bylaws and Standing Rules of FGCMD and of the District. In conducting yourself and your meetings:

- Set up an efficient and complete calendar - write in all meetings and events.
- At meetings, the U.S. flag should be placed to the right of the presiding officer.
- At meetings, if officers are seated at a head table and there are no guests, the presiding officer is seated in the center, with the Parliamentarian and Recording Secretary nearby (at either side), and other officers seated to the right and left according to rank. The usual rank of officers is:
  - Presiding officer: President, Chairman, District Director
  - Vice-President(s), Vice Chairman or Assistant Director
  - Recording Secretary
  - Corresponding Secretary
  - Treasurer
  - Elected officers outrank appointed officers; officers outrank chairmen. All chairmen rank equally.
- Start the meeting on time, with a specially prepared agenda for each meeting.
- Open the meeting with only one rap of the gavel.

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## SECTION 6: MEETING MANAGEMENT

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- It is your duty to keep order, expedite the business of the assembly, and see that rules are enforced.
- Refer to yourself as 'the chair' or 'your President' or 'your Chairman' or 'your Director' - never 'I'.
- Advise anyone who is using 'respectfully submitted' in her report that the term is no longer used. State only the reporter's name and title.
- Instruct the Recording Secretary that minutes should contain the record of what was accomplished or done at the meeting, not what was said.
- When making introductions, please be sure check beforehand for the correct pronunciation of names.
- When reports are made, the presiding officer [President/Chairman/District Director] reports first, followed by officers according to rank, ending with committee chairmen.
- The National Association of Parliamentarians prefers the use of 'Madame Chairman', rather than the contrived terms 'chairwoman', 'chairperson', etc. Thank committee chairmen for the work of the committee, not for their report.
- Do not talk too much from the Chair, and don't let members wander in their discussion.
- Do not lose your sense of humor, or take yourself too seriously.
- Be familiar with past minutes, for both history, and background on ongoing issues.
- The President, Chairman or District Director, even if ex-officio on a committee, should not attend each meeting, but should allow the committee to progress in its own way. As an ex-officio member of a committee, you do not have anyone else represent you at meetings; you are the appointed one.
- Read your mail or e-mail carefully, and answer mail, email and phone messages promptly.

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Your parliamentarian can be a valuable resource for you in issues of procedure. The parliamentarian rarely speaks during a meeting; her function is to advise the presiding officer. The parliamentarian does not correct the presiding officer during a session; consultation concerning potential issues or procedures before a meeting is best. The presiding officer rules - the parliamentarian advises. Once the presiding officer has ruled, no advice can be given.

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**ORDER OF BUSINESS FOR PRESIDING OFFICERS**

Your Agenda should follow this order and should be distributed to attendees in advance of the meeting.

1. Call to order by the presiding officer
2. Opening ceremonies (optional)
3. Roll call by the Secretary (optional)
4. Approval of the minutes of the previous meeting. Either read minutes at the meeting, or send in advance by mail and/or email. Call for vote of approval as read or as sent, and state "the minutes stand approved as read/sent", or "as corrected".
5. Correspondence read by the Corresponding Secretary
6. Treasurer's report read by the Treasurer -"The Treasurer's report will be filed with the minutes"
7. Reports of Officers
8. Reports of Standing Committee Chairmen
9. Reports of Special Committee Chairmen
10. Unfinished business [ not 'old' business]
11. New business
12. Announcements
13. Adjournment

**MOTIONS**

Motions are used to present business to the assembly for their consideration. All important issues should be acted upon by motion, and voted upon by the organization.

Instruct your Board or membership in the correct manner of proposing a motion. Never say '*I make the motion...*' The correct verbiage is '*I move that ...*'

Until a motion is stated by the presiding officer, the mover may withdraw or modify it without consent of anyone. After the question has been stated by the presiding officer, it is in possession of the assembly and can neither be withdrawn nor modified without the consent of the assembly. After a motion has been stated by the presiding officer, it is before the assembly for consideration and voting.

Before a motion is open to debate, it must be made, seconded, and **stated by the chair.**

**The presiding officer should refrain from discussion of a motion. All motions should be put to a vote after discussion, and the results of the vote should be stated. A motion is not complete until the negative vote is taken, and the results are stated by the presiding officer.**

Instruct the Recording Secretary that the text of all motions is to be entered into the minutes, except those motions that are withdrawn. Minutes are the legal record of the organization's activities, so **motions must be recorded exactly as made**. Minutes record the name of the maker of the motion, but not the person making the second.

### **PROTOCOL FOR VISITING DIGNITARIES**

A distinguished out-of-town guest should be met at the airport or train station, and escorted to her hotel or to the private home at which she will be accommodated. She should be given an agenda of all events that she is expected to attend. *An escort or page should be assigned to ensure that she has every possible assistance.*

**Members should rise (only once) for the NGC President, FGCMDC President or CAR Director, when presented. The offices are being honored, not the individuals.**

Protocol plays an important part in seating arrangements when guests are present. At a large meeting or at a meal function, two patterns of seating are appropriate. In the first, the presiding officer is seated in the center or just right of center, with the highest-ranking guest seated to the right of the presiding officer. Order of seating is determined by the level of office (national, then regional, then state, and then district). The ranking officer at an FGCMDC meeting is the President; at a District meeting, the ranking officer is the District Director.

In the second, zig-zag pattern of seating, guests and/or officers are seated alternately according to rank—first to the right, then to the left, next to the right, then left, etc. The usual rank of officers is:

- o President (or Chairman or District Director)
- o Vice-President(s) (or Vice-Chairman or Assistant Director)
- o Recording Secretary o Corresponding Secretary
- o Treasurer

Elected officers outrank appointed officers; officers outrank chairmen. Chairmen should be seated in the order of their listing in the Directory (generally alphabetical.)

Those seated at the head table may be presented or introduced from lowest rank to highest rank, or vice-versa. You do not introduce the 'head table'; you introduce the 'guests at the head table'. Persons known to the assembly are *presented*, and those unknown to the assembly are *introduced*.

Past Presidents are presented in order of service, with the most recent being first. This order may change if a past president is called upon to introduce a speaker, make a speech, install officers, or serve some other function. Usually in presenting past presidents, their term of office is referenced (i.e., 2007-2009) before stating the name of the individual.

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## SECTION 6: MEETING MANAGEMENT

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In a receiving line, the presiding officer is first, with the highest-ranking guest to her right, followed by other guests and officers according to rank. Receiving lines should not be too long! If an individual holds more than one position, the higher position is favored in ranking.

## **INTRODUCING SPEAKERS, PRESENTING AND ACCEPTING AWARDS TIPS AND TECHNIQUES**

### **INTRODUCING SPEAKERS**

Do you ever have the need to introduce a speaker? You might want to try these quick tips for delivering thoughtful speaker introductions:

- **Find out how long your speaker is prepared to speak**, and make sure you have allotted the appropriate amount of time to accommodate the speaker's topic AND the attention-span of your audience. There is nothing more embarrassing than having to stop a speaker in the middle of his or her talk. And, you don't want your members nodding off, either.
- **Don't steal the show** by making the introduction too long (60 seconds or less is sufficient), or by speaking on a topic that is in no way related to the speaker.
- **Grab the audience's attention** with a great opening. This can be an inspiring quote, a humorous anecdote, or an impressive milestone the speaker has achieved.
- **Briefly mention the topic** the speaker is addressing, but don't reveal too much about his or her speech.
- **Establish the speaker's authority and expertise.** This information will help solidify with the audience the speaker's credibility as a subject matter expert.
- **Finish with saying the title to the speaker's talk, if appropriate, and then the name of the speaker.** Then, lead the audience in applause to welcome the speaker and, again at the end of the talk, to thank the speaker for a job well done.
- **Always verbally thank the speaker** and, if possible, extend to your speaker a small token of your appreciation.

### **PRESENTING AWARDS**

We hope you recognize your own members, or members of your community, on a regular basis for a job well done! Remember to highlight the value of both the award and the recipient. To create a memorable presentation, explain the criteria for the award and how the recipient met those criteria. Here are a few additional guidelines:

- **Tell a story** about the significance of the award.
- **Pronounce names** of the recipients correctly.
- **Provide background** on the recipient.
- **Hold the award respectfully** and hand it to the recipient as if it were a treasure.
- **Wait to invite the recipient** to the lectern until you formally introduce them.
- **Stand so the audience can see** the recipient and the award clearly.
- **Lead the audience in a well-deserved ovation.**

- **Allow the recipient time to formally accept the award** – see below.
- **Always lead the audience in applause after the recipient speaks.**

### **ACCEPTING AWARDS**

Not only do you give awards, but we're sure you have the opportunity on a regular basis to accept an award for the great work you're doing! Whether you're accepting an Oscar, community or club recognition, below are some proven tips for delivering a powerful acceptance speech for any type of award:

- **Show your personality.** Your acceptance should come from the heart.
- **Be gracious.** Acknowledge the good work done by others in your organization and thank those that selected you for the award.
- **Show excitement.** You don't have to climb over chairs or even cry, but everyone should recognize that you're happy to have won the award.
- **Be modest.** Your acceptance should be heartfelt but not self-congratulatory.
- Don't be too long-winded.

*From NGC Leadership Program. We thank Toastmasters International for these tips*

## **MICROPHONE USAGE – TIPS AND TECHNIQUES**

### **How to use a microphone to your advantage**

- Familiarize yourself with the microphone prior to the meeting (is it a “hot” mike or a forgiving one)
- Go over points in notes just prior to going “on”
- Step to the microphone
- Adjust microphone
- Collect yourself and then begin
- Speak into the microphone – don’t mumble but command the audience with clear, loud, concise statements
- Speak loudly, clearly and slowly – it’s ok to have pauses in your delivery, you don’t have to fill every moment with noise (ah, um, and ah)
- Don’t lead off with “I hate these things” or “I think you can all hear me”
- Don’t speak to someone nearby within pickup range of the microphone
- Don’t hold on to the microphone for dear life
- Don’t wear heavy metal jewelry on your chest
- Keep papers out of your hands so they don’t rustle near the mike
- Do not wander on and off or go out of range by turning your head – turn your head but keep your voice at the mike
- Repeat any question presented to you from the floor (as some in the back of the room may not have heard the question)
- If it is getting noisy in the audience you are probably going too fast, too slow, too quietly or too long
- Keep strictly to time limits. Once the bell is sounded, you have lost your audience

### **How NOT to use a microphone**

- “I think everyone can hear me, I have a really loud voice”
- Step to mike and adjust it....”How do you adjust this thing?”
- Spit or blow into mike as test
- Grab the mike with hand and make rustling noise
- “Can everyone hear me?” All right, good.....mumble....

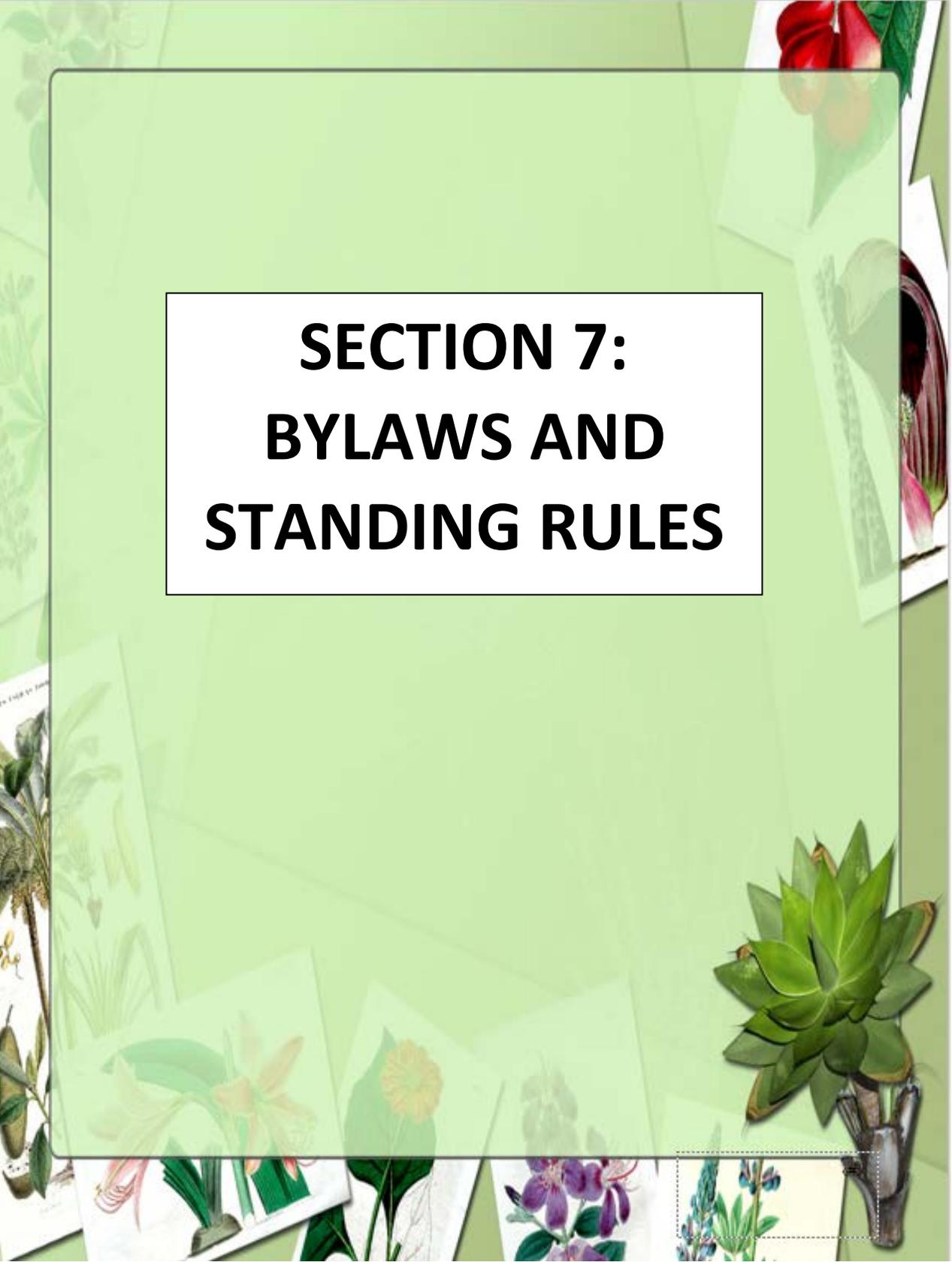
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## SECTION 6: MEETING MANAGEMENT

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- Speak or thank someone behind or off to the side of mike
- Answer a question without repeating it
- “Let’s give a big hand to ....” Applaud with papers in hand and jostle mike
- Swing head side to side.....only the word you speak in front of mike can be heard

From NGC Leadership Program



**SECTION 7:  
BYLAWS AND  
STANDING RULES**

**SECTION 7: BYLAWS AND STANDING RULES**

**REVISED AND RESTATED BYLAWS OF THE FEDERATED GARDEN CLUBS OF MARYLAND, INC.**

**Article I – Name and Office**

The name of the Corporation shall be the Federated Garden Clubs of Maryland, Inc., hereinafter referred to as FGCMD, and its principal office shall be in the State of Maryland.

**Article II – Object**

**Section 1. Purposes, Prohibitions, and Provisions for Dissolution.** These purposes, prohibitions, and provisions for dissolution shall be as recorded in the Articles of Amendment to the Charter of the Corporation, approved by the membership on March 25, 1969 and received for record by the State Department of Assessments and Taxation of Maryland on July 22, 1969:

*“[THIRD.] The purposes for which the Corporation is formed and the business or objects to be carried on and promoted by it are as follows:*

*I. The Corporation is organized exclusively for educational, scientific and charitable purposes, including, for such purposes, the making of distributions to organizations that qualify under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue law). In furtherance of the aforesaid purposes, the Corporation shall operate on a non-profit basis and shall promote and carry on such benevolent, scientific, educational and charitable activities as shall be conducive to the well-being of the community and useful to the public, including but not limited to the following activities:*

*A. To coordinate the interests of garden clubs in the State of Maryland and bring them into closer relations for mutual helpfulness by association, conference and correspondence; and to aid in the protection of trees, shrubs, wildflowers and birds; and to encourage horticulture and conservation practices in home, community and state.*

*B. To aid in the establishment of garden centers for the education of the public, to create civic beauty and to work for the improvement and protection of roadsides and parks.*

*C. To further horticulture and conservation through scholarships and cooperative promotion and endeavor to advance the standards in landscape design and flower show practices.*

*D. To engage in any other scientific, educational and/or charitable activity which may be necessary or proper to promote the purposes for which the Corporation is formed (even though not specifically enumerated herein) subject to such limitations as are contained in the general laws of Maryland. Provided However, that no substantial part of the activities of the Corporation shall be the*

*carrying on of propaganda or otherwise attempting to influence legislation and the Corporation 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.*

*Notwithstanding any other provision of this Charter, the Corporation shall not carry on any other activities not permitted to be carried on by a Corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 or by a Corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954, including provisions of any future United States Internal Revenue Law amending or replacing the aforesaid section 501(c)(3) and/or section 170 (c)(2).*

*[SIXTH:] The Corporation shall have no capital stock. The Corporation is organized exclusively for scientific, educational and charitable purposes, particularly such purposes as are related to the art and science of horticulture, and not for the purposes of profits. No part of the net earnings of the Corporation shall inure to the benefit of or be distributable to members, trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these Bylaws. In the event that the Corporation should be dissolved at any time in the future, any assets remaining after paying or making provisions for payment of all of the liabilities of the Corporation shall be disposed of exclusively for the purposes of the Corporation in such manner, or to such organization or organizations organized exclusively for charitable, educational or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c)(3) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue law, as the Executive Board shall determine.”*

**Section 2. Affiliation.** In carrying out its purposes, FGCMDC shall be affiliated with National Garden Clubs, Inc., hereinafter referred to as NGC.

**Section 3. Non-discrimination Policy.** FGCMDC shall operate on a non-discriminatory basis without regard to race, creed, color, religion, gender, age or otherwise.

**Section 4. Restrictions.** The action of the Executive Board or Executive Committee, or of any officer, committee, council, district, or member club shall not conflict with these Bylaws.

### **Article III – Membership**

**Section 1. Composition of Membership.** Membership shall be composed of member clubs, members-at-large, honorary members and life members.

- a. **Member Clubs.** Any garden club or garden section of another club located in Maryland, whose object shall be consistent with that of FGCMDC, who shall have standing committees in Conservation and Environmental Awareness and in Horticulture, who shall have been organized for at least six months with a membership of eight or more persons and who

shall hold at least four meetings a year, shall be eligible for membership by proposal of a member club, seconded by another member club. The proposal for membership shall include the names and addresses of the officers and members of the proposed club and a certified copy of its bylaws, and shall be submitted to the Corresponding Secretary for report at the next meeting of the Executive Board. Voting upon the admission shall take place no later than the next meeting of the Executive Board thereafter. A two-thirds vote shall elect to membership. A club shall be declared a member of FGCMMD upon payment of dues for the first year.

- b. **Members-at-Large.** Upon signed recommendation from a member of the Executive Board, seconded by another member of the Executive Board, and by a two-thirds vote at any meeting of the Executive Board, membership-at-large may be conferred on any individual who is unaffiliated with a member club, but who shall have demonstrated interest in the object of FGCMMD. A member-at-large shall pay dues and shall be entitled to all the privileges of membership except those of making motions, of voting, and of holding office.
- c. **Honorary Members.** Upon signed recommendation from a member of the Executive Board, seconded by another member of the Executive Board, and by a two-thirds vote at any meeting of the membership or of the Executive Board, honorary membership may be conferred on any individual who shall have notably promoted the object of FGCMMD. An honorary member shall have none of the obligations of membership, but shall be entitled to all the privileges of membership except those of making motions, of voting, and of holding office.
- d. **Life Members.** Upon application and remittance of the requisite contribution to the Life Member Scholarship fund, life membership may be conferred on any individual affiliated with a member club. Life membership shall not relieve an individual of the obligation of annual dues, nor shall it confer the privileges of making motions, or of voting.

**Section 2. Member Dues.** Member dues shall be payable annually on January 31 in the amount to include applicable allotments payable to NGC and for return to each district, as approved by the Executive Board at its preceding meeting in November. The then current amount of member dues shall be published in the biennial Directory of FGCMMD, and any increase in member dues as approved by the Executive Board shall be limited to 25% of the previous year's dues. Any member whose dues are unpaid by March 1 shall be considered in arrears. Members admitted after June 1 shall pay one-half dues in the year admitted to membership.

**Section 3. Membership Meetings.**

- a. **Regular Meeting.** The regular meeting of the membership shall be held annually on the fourth Tuesday of March unless otherwise directed by the Executive Board, for the purpose of receiving reports of officers and chairmen, the alternate biennial election of the Nominating Committee and of officers, and other business that may arise. Presidents of member clubs and members of the Executive Board

shall receive not less than thirty (30) days prior written notice of the call to the meeting of the membership. In the year between officer elections, the call shall state the time, date and location of the meeting and the names of the proposed members of the Nominating Committee. In the year of officer elections, the call shall state the time, date and location of the meeting and the report of the Nominating Committee.

- b. **Special Meetings.** Special meetings of the membership may be called by the President, and shall be called upon written request of 25% of member clubs to the Corresponding Secretary. Presidents of member clubs and members of the Executive Board shall receive not less than thirty (30) days prior written notice of the time, date, location and purpose of any special meeting.
- c. **Quorum and Voting.** A quorum shall consist of 35% of member clubs. The president and one delegate from each member club whose dues are not in arrears, and any member of the Executive Board, shall be entitled to make motions, and shall have one vote notwithstanding capacity in more than one position. Unless otherwise prescribed by law, by these Bylaws, or by the parliamentary authority adopted by FGCMMD, majority vote at any meeting at which there is a quorum shall constitute the actions of the membership. Voting by proxy shall not be permitted.

#### **Section 4. Resignation and Removal from Membership.**

- a. **Resignation.** Any member may resign by submitting written notice to the Corresponding Secretary, who shall report it for action at the next meeting of the Executive Board. Such notice from a member club shall be by resolution adopted by its members, and so certified by two of its officers. No resignation shall be accepted until dues have been paid. Resignation from membership shall not entitle any member to a refund of any portion of dues.
- b. **Removal.** Any member whose dues shall have been in arrears for two consecutive years, or whose action shall conflict with these Bylaws, shall be subject to removal from membership by the Executive Board at its discretion, provided that such member or the president of such member club shall receive not less than fifteen (15) days prior written notice of proposed action by the Executive Board. A two-thirds vote shall remove from membership. Removal from membership shall not entitle any member to a refund of any portion of dues.

### **Article IV – Districts**

**Section 1. District Organization.** Member clubs shall be further organized into districts, for the purpose of education, collaboration, and communication within regions in Maryland. District membership shall be composed of member clubs within geographic boundaries for the district as determined by the Executive Board.

**Section 2. Powers.** Each district shall be under the general direction of the Executive

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## SECTION 7: BYLAWS AND STANDING RULES FGCMC

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Board, but shall have authority to conduct meetings and programs in furtherance of its purpose, to assess fees to fund the expense of meetings and programs, and to adopt bylaws for the district, provided such bylaws shall not conflict with these Bylaws of FGCMC. Districts shall not assess dues from member clubs unless so authorized by vote of the Executive Board.

**Section 3. District Officers and Board.** Each district shall have officers consisting of Director, Assistant Director, Recording Secretary, Corresponding Secretary and Treasurer, elected biennially at its annual meeting of member clubs in the manner established by the district, to serve for a term of two years to coincide with the term of FGCMC officers. The district director shall serve as a member of, and communicate the business and interests of the district to, the Executive Board. The district board shall be composed of officers, chairmen of standing committees appointed by the director in applicable correlation to the committees of FGCMC, a representative from each FGCMC council, and up to two advisors and a parliamentarian who may be appointed by the director. District chairmen shall serve on the FGCMC counterpart committee except for the Nominating and Finance committees, unless so elected by the membership of FGCMC or so appointed by the President or Executive Board.

**Section 4. District Meetings and Voting.** Each district shall hold at least two meetings each year, one of which shall be an annual meeting of the member clubs in the district held in March prior to the meeting of the membership of FGCMC. The president and one delegate from each district club whose dues are not in arrears, and any member of the district board, shall be entitled to make motions and to vote in the manner established by the district.

### **Article V – Officers**

**Section 1. Officers and Office-holding Limitations.** Officers shall consist of President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary and Treasurer. Except for the Treasurer who may serve two consecutive terms of office, no officer shall be eligible for consecutive election to the same office.

#### **Section 2. Duties of Officers.**

a. **President.** The President shall call to order, preside at and adjourn the meetings of the membership, Executive Board and Executive Committee, shall appoint chairmen and applicable vice-chairmen for all committees except the Finance and Nominating Committees, shall serve ex-officio on all committees except the Nominating Committee, shall represent FGCMC at meetings of NGC and of the Central Atlantic Region (CAR) of NGC, shall communicate the business of NGC and CAR to the membership, and shall perform such other duties as prescribed in these Bylaws or as applicable to office as prescribed by the parliamentary authority adopted by FGCMC, and at the direction of the Executive Board.

b. **First Vice-President.** The First Vice-President shall serve the unexpired term in the event of vacancy in the office of President, shall serve on the Finance Committee, shall coordinate the work of committees and receive their reports and records, and shall perform such other duties as

prescribed in these Bylaws or as applicable to office as prescribed by the parliamentary authority adopted by FGCMMD, and at the direction of the Executive Board.

c. **Second Vice-President.** The Second Vice-President shall serve the unexpired term in the event of vacancy in the office of First Vice-President, shall serve as chairman of the Finance Committee, and shall perform such other duties as prescribed in these Bylaws or as applicable to office as prescribed by the parliamentary authority adopted by FGCMMD, and at the direction of the Executive Board.

d. **Recording Secretary.** The Recording Secretary shall keep records of Bylaws and Standing Rules as adopted and amended, shall record the minutes of the meetings of the membership, Executive Board and Executive Committee, shall distribute minutes in a timely manner, and shall perform such other duties as prescribed in these Bylaws or as applicable to office as prescribed by the parliamentary authority adopted by FGCMMD, and at the direction of the Executive Board.

e. **Corresponding Secretary.** The Corresponding Secretary shall receive proposals for membership, resignations, and requests for special meetings for report to the Executive Board, shall issue timely notice for the meetings of the membership, Executive Board and Executive Committee, shall receive and appropriately acknowledge donations to FGCMMD and NGC general funds, memorials, scholarships, special funds or projects and shall maintain the records of such donations, shall carry out correspondence at the direction of the President or Executive Board, and shall perform such other duties as prescribed in these Bylaws or as applicable to office as prescribed by the parliamentary authority adopted by FGCMMD, and at the direction of the Executive Board.

f. **Treasurer.** The Treasurer shall serve as vice-chairman of the Finance Committee, shall prepare annual financial reports for the meetings of the membership in March and periodic financial reports for meetings of the Executive Board, and shall perform such other duties as prescribed in these Bylaws or as applicable to office as prescribed by the parliamentary authority adopted by FGCMMD, and at the direction of the Executive Board.

**Section 3. Nomination Procedure.** No later than at its January meeting in the year between officer elections, the Executive Board shall propose the Nominating Committee, composed of one representative designated by each district board and two at-large representatives, who shall serve until their successors are elected. The names of the proposed members of the Nominating Committee shall be stated in the call to the meeting of the membership, for action by the membership at such meeting in March.

It shall be the duty of the Nominating Committee to nominate one candidate for each office to be filled, for report no later than at the January meeting of the Executive Board in the year of officer elections. The report of the Nominating Committee shall be stated in the call to the meeting of the membership, for action by the membership at such meeting in March. Before the elections in March, additional nominations from the floor by any voting member shall be permitted. Any candidate nominated for

office shall have served as an officer of a District or a member club, shall have been instructed as to the duties of office, and shall have consented to nomination.

**Section 4. Elections and Terms of Office.** Officers shall be elected biennially to serve for a term of two years or until their successors are elected. If there is more than one nominee for an office, election for that office shall be by ballot; otherwise, election may be made by voice vote. Except for the Treasurer whose term shall begin April 1, terms of office shall begin at the close of the meeting at which election was made.

**Section 5. Resignation, Vacancy, and Removal.**

- a. **Resignation.** Any officer may resign by submitting written notice to the Corresponding Secretary, who shall report it for action at the next meeting of the Executive Board.
- b. **Vacancy.** In the event of vacancy in the office of President, the First Vice- President shall serve the unexpired term. In the event of vacancy in the office of First Vice- President, the Second Vice-President shall serve the unexpired term. In the event of vacancy in any other office, the Nominating Committee shall make timely recommendation for a qualified successor to serve the unexpired term, for action by the Executive Board.
- c. **Removal.** Any officer may be removed from such office, with or without cause, by a three-fourths vote of the Executive Board.

**Article VI – Executive Board**

**Section 1. Executive Board Composition.** The Executive Board shall be composed of officers, district directors, chairmen of standing committees, council chairmen, a parliamentarian who shall be appointed by the President, and up to two advisors who may be appointed by the President. There shall be no fewer than 20 and no more than 45 members of the Executive Board. The President shall serve as chairman.

**Section 2. Powers and Duties of the Executive Board.** The Executive Board shall have general supervision of the affairs of FGCMC, to include but not limited to the adoption of the annual budget and approval of the amount of member dues, the proposal of the Nominating Committee for action by the membership, the election of successors to vacancies in office, the election of a FGCMC representative as CAR Director in accordance with the policy of and at the frequency determined by NGC, action on applications for membership and resignations or removals from membership or from office, and shall perform such other duties as prescribed in these Bylaws, or as needed to carry on the work of FGCMC. The Executive Board shall have authority to adopt and amend any Standing Rule or Standing Rules of FGCMC. The Executive Board shall be subject to the orders of the membership, and none of its acts shall conflict with action taken by the membership.

**Section 3. Executive Board Meetings.**

- a. **Regular Meetings.** Regular meetings of the Executive Board shall be held on the second Tuesday of January, May, September and November, unless otherwise directed by the President. Members of the Executive Board shall receive not less than seven (7) days prior written notice of the time, date and location of any regular meeting.
- b. **Special Meetings.** Special meetings of the Executive Board may be called by the President, and shall be called upon the written request of 35% of the members of the Executive Board to the Corresponding Secretary. Members of the Executive Board shall receive not less than seven (7) days prior written notice of the time, date, location and purpose of any special meeting.

**Section 4. Quorum and Voting.** A quorum shall consist of 50% of the members of the Executive Board. Any member of the Executive Board shall be entitled to make motions, and shall have one vote notwithstanding capacity in more than one position. Unless otherwise prescribed by law, by these Bylaws, or by the parliamentary authority adopted by FGCMCD, majority vote at any meeting at which there is a quorum shall constitute the actions of the Executive Board. Voting by proxy shall not be permitted.

**Section 5. Vacancy.** In the event of vacancy in any position of district director or council chairman, the successor appointed or elected by the district or council shall serve the unexpired term. In the event of vacancy in any appointed position, the President shall appoint a successor. Any vacancy in the Nominating Committee shall be filled by the Executive Board.

## **Article VII – Committees**

- Section 1. Standing Committees.** There shall be the following Standing Committees: a. The **Annual Meeting Committee**, composed of a Chairman, appointed by the President, and Vice-Chairman selected by the Chairman, and any number of members who may be appointed by the chairman, shall arrange for the facility, speaker, guest accommodations, protocol, decoration, meals and seating as applicable for the annual meeting of the membership, subject to budget allowances or other objectives as determined by the Executive Board.
- b. The **Awards and Flower Show Evaluation Committee**, composed of a Chairman, appointed by the President, and Vice-Chairman selected by the Chairman, the Flower Show Evaluation representative appointed by Judges Council, the counterpart representatives from each district, and any number of members who may be appointed by the chairman, shall communicate about and coordinate timely submission of member applications for FGCMCD, CAR, and NGC awards.
  - c. The **Civic Improvement and Preservation Committee**, composed of a Chairman, appointed by the President, and Vice-Chairman selected by the Chairman, the counterpart representatives from each district, and any number of members who may be appointed by the chairman, shall communicate with and coordinate the interests of the membership in establishing, restoring, and preserving public arboreta and gardens, historic sites, nature centers, parks, preserves, Blue Star Memorials, and wildflower, roadside and community plantings.

- d. The **Communications Committee** includes the Directory Committee, *Gardenews*, Publications, and Publicity committee, Web Master and Social Media. The Chairman is appointed by the President and would have the oversight responsibility and authority for communication content unless otherwise specified by the Executive Committee.
- i. **Directory Committee**, composed of a Chairman, appointed by the President, and Vice-Chairman selected by the Chairman, and any number of members who may be appointed by the chairman, shall coordinate and carry out the biennial publishing of the FGCMC Directory to include citation of the then- current amount of annual member dues, and shall disseminate timely updates between publication dates to members of the Executive Board
  - ii. **Gardenews, Publications, and Publicity Committee, Website Committee and Social Media Committee**, are composed of a Chairman, appointed by the President, and Vice-Chairman selected by the Chairman, the counterpart representatives from each district, and any number of members who may be appointed by the chairman, shall coordinate the issuance of any printed or electronic newsletter or publication, shall coordinate matters related to the design and content of any FGCMC website, and shall coordinate with other committees and with the Executive Board to communicate the interests of FGCMC to the public and to organizations with a related object.
- e. The **Conservation and Environmental Awareness Committee**, composed of a Chairman, appointed by the President, and Vice-Chairman selected by the Chairman, the counterpart representatives from each district, and any number of members who may be appointed by the chairman, shall communicate with and coordinate the interests of the membership in good practices and education in conservation and protection of birds, butterflies, other wildlife, and natural resources.
- f. The **Finance Committee**, composed of the First Vice-President, Second Vice- President, Treasurer, Immediate Past FGCMC President, and one individual appointed by the President shall recommend the annual budget and the amount of member dues to the Executive Board, shall purchase insurance as required by law or as authorized by the Executive Board, shall assure compliance with statutory requirements to include the filing of reports and returns, and shall perform such other duties as directed by the President or Executive Board. The Second Vice- President shall serve as chairman of the Finance Committee, with the Treasurer as vice-chairman.
- g. The **Fundraising Committee**, composed of a Chairman, appointed by the President, and Vice-Chairman selected by the Chairman, and any number of members who may be appointed by the chairman, shall coordinate and carry out fundraising programs or events to support FGCMC operating requirements as determined by the Executive Board.
- h. The **Garden Therapy Committee**, composed of a Chairman, appointed by the President, the counterpart representatives from each district, and any number of members who may be appointed by the chairman, shall communicate NGC or FGCMC guidelines and educational

information to further the interest of the membership in conducting Garden Therapy programs or mentorships, and shall receive reports and maintain records concerning Garden Therapy activities of member clubs.

- i. The **Horticulture Committee**, composed of a Chairman, appointed by the President, and Vice-Chairman selected by the Chairman, the counterpart representatives from each district, and any number of members who may be appointed by the chairman, shall communicate with and coordinate the interests of the membership in good practices, protection of plants, and education in horticulture, and in indoor, outdoor and container gardening.
- j. The **Legislation Committee**, composed of a Chairman, appointed by the President, and Vice-Chairman selected by the Chairman, the counterpart representatives from each district, and any number of members who may be appointed by the chairman, shall promote advocacy and communicate information to the membership regarding pending or existing legislation affecting the horticulture, conservation, preservation and environmental interests of the membership, provided that the actions of such committee shall not conflict with the provisions of Article II of these Bylaws.
- k. The **Membership and Affiliations Committee**, composed of a Chairman, appointed by the President, the counterpart representatives from each district, and any number of members who may be appointed by the chairman, shall communicate information and refer prospective individual members to an available member club, shall communicate and assist prospective member clubs in applying for membership in FGCMDB, and shall communicate information from FGCMDB to, or to FGCMDB from, horticultural and plant societies, and conservation, environmental, garden, preservation or such other organizations with which affiliation has been deemed appropriate by the Executive Board.
- l. The **National and Regional Projects Committee**, composed of a Chairman, appointed by the President, the counterpart representatives from each district, and any number of members who may be appointed by the chairman, shall communicate information to and coordinate the participation of the membership in NGC and CAR events, funds and projects.
- m. The **Organizational Study Committee**, composed of past Presidents of FGCMDB with the chairman appointed by the President, shall make recommendations regarding Bylaws, and any Standing Rule, policy or procedure of FGCMDB, to the Executive Board as needed, shall maintain the archives of FGCMDB except for minutes of any meeting, and shall perform such other duties at the direction of the President or of the Executive Board.
- n. The **Scholarships and Grants Committee**, composed of a Chairman, appointed by the President; FGCMDB First Vice President, and Life and Baker Scholarship Chairmen, shall communicate information on FGCMDB, CAR, NGC and other scholarships and grants to the membership and to the public as applicable. The committee further shall maintain records and receive applications for FGCMDB scholarships, youth grants, Alice Rush McKeon Tree Planting grants to districts or other grants for timely review and action by the Executive Committee, and shall coordinate member applications for NGC, CAR or other grants.

- o. The **Youth Gardening Committee**, composed of a Chairman, appointed by the President, the counterpart representatives from each district, and any number of members who may be appointed by the chairman, shall communicate NGC or FGCMMD guidelines and educational information to further the interest of the membership in conducting Youth Gardening programs or mentorships, and shall receive reports and maintain records concerning Youth Gardening activities of member clubs.
- p. The **Cylburn Education Committee**, composed of a Chairman, appointed by the President, and any number of members who may be appointed by the chairman, shall coordinate required educational programs at the Cylburn campus in accordance with current conditions and terms of FGCMMD's lease agreement with Baltimore City.

**Section 2. Other Committees.** There shall be such other committees, standing or special, as the Executive Board shall from time to time deem necessary to carry on the work of FGCMMD, the composition of which shall be determined by the Executive Board.

**Section 3. President's Ex-Officio Membership.** The President shall serve ex-officio on all committees except the Nominating committee.

## **Article VIII - Councils**

**Section 1. Council Organization.** The Councils shall consist of the Environmental Consultants Council, Gardening Consultants Council, Judges Council and Landscape Design Council. Each council is responsible for the purpose of conducting educational courses and maintaining standards of NGC. Each council so established, shall be composed of persons who have been accredited accordingly by NGC.

**Section 2. Powers.** Each council shall be under the general direction of the Executive Board, but shall have authority to conduct meetings and programs in furtherance of its purpose, to assess dues from its members, to assess fees to fund the expense of meetings, programs and NGC educational courses, and to adopt bylaws for the council, provided such bylaws shall not conflict with these Bylaws of FGCMMD.

**Section 3. Council Officers.** Each council shall have a chairman and officers elected biennially in the manner established by the council, to serve for a term of two years to coincide with the term of FGCMMD officers. The council chairman shall serve as a member of the Executive Board.

**Section 4. Meetings and Voting.** Each Council shall hold meetings, as dictated by their bylaws, one of which shall be an annual meeting of the Council and its members, held prior to the meeting of the annual membership meeting of the FGCMMD. Any board member or Council member shall be entitled to make motions and to vote in the manner established by the Council.

**Article IX – Executive Committee**

**Section 1. Executive Committee Composition.** The Executive Committee shall be composed of officers, district directors, a parliamentarian who shall be appointed by the President, and up to two advisors who may be appointed by the President. The President shall serve as chairman.

**Section 2. Powers and Duties of the Executive Committee.** The Executive Committee shall act for the Executive Board in an emergency, and shall otherwise expedite the business of the Executive Board between its meetings to include but not limited to the contracting of and correspondence with accounting, legal, investment or other professional service providers, the evaluation of applications for scholarships or grants, the evaluation of proposals for report to the Executive Board, and the hiring and evaluation of employees, and shall perform such other duties at the direction of the President or Executive Board. The Executive Committee shall be subject to the orders of the Executive Board, and none of its acts shall conflict with action taken by the Executive Board.

**Section 3. Executive Committee Meetings.** Meetings of the Executive Committee shall be at the direction of the President. Members of the Executive Committee shall receive not less than seven (7) days prior written notice of the time, date and location of any meeting.

**Section 4. Quorum and Voting.** A quorum shall consist of 50% of the members of the Executive Committee. Any member of the Executive Committee shall be entitled to make motions, and shall have one vote notwithstanding capacity in more than one position. Unless otherwise prescribed by law, by these Bylaws, or by parliamentary authority adopted by FGCMC, majority vote at any meeting at which there is a quorum shall constitute the actions of the Executive Committee. Voting by proxy shall not be permitted. In circumstances requiring immediate action between meetings of the Executive Committee, the President may propose a motion and call for action by majority vote by telephone or by electronic mail. Such action shall be recorded in the minutes of the Executive Committee, for report at the next meeting of the Executive Board.

**Article X – Finances**

**Section 1. Fiscal Year.** The fiscal year for FGCMC shall be the calendar year.

**Section 2. Balanced Budget.** FGCMC shall operate each year with a balanced budget in which member dues and other income shall be sufficient to fund operational expenses.

**Section 3. Approval of Annual Budget and Member Dues.** Not less than seven (7) days prior to the November meeting of the Executive Board, the Finance Committee shall submit to the Executive Board a proposed budget for the following year, along with a recommendation of member dues required in order to balance the budget for said year. At its November meeting, the Executive Board shall adopt a budget and shall approve the amount of member dues for the next year, provided that any increase in member dues shall be limited to 25% of the previous year's dues. The budget and

amount of member dues may be as recommended by the Finance Committee, or may be subject to such revisions as are deemed necessary by the Executive Board.

**Section 4. Surplus and Deficit.** If FGCMMD operates with a surplus of funds in any year, the Executive Board at its discretion may apply the surplus towards the next year's budget so as to reduce member dues. If FGCMMD operates with a deficit in funds in any year, the Executive Board at its discretion may increase any subsequent year's member dues to replenish the charge against reserves or endowment for any prior year's deficit.

### **Article XI – Notices**

Notices as required in these Bylaws shall be effected either by postal service, or by electronic mail. The date upon which notice shall be deemed given shall be the postal service postmark, or the time and date as registered on electronic mail.

### **Article XII – Indemnification**

FGCMMD shall indemnify (a) its Executive Board to the fullest extent permitted by the General Laws of the State of Maryland now or hereafter in force, including the advance of expenses under the procedures provided by such laws; (b) its officers to the same extent it shall indemnify its Executive Board; and (c) its officers who are not members of the Executive Board to such further extent as shall be authorized by the Executive Board and shall be consistent with law; provided, however, the foregoing shall not limit the authority of FGCMMD to indemnify other employees and agents consistent with law and that indemnification shall only be to the extent permitted of organizations which are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law), contributions to which are deductible under sections 170(c)(2), 2055(a)(2), and 2522(a)(2) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law). To the fullest extent permitted by Maryland statutory or decisional law, as amended or interpreted, no member of the Executive Board or officer of FGCMMD shall be personally liable to FGCMMD or its members for money damages, provided, however, that the foregoing limitation of the Executive Board and officer liability shall only be to the extent permitted of organizations which are exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law) and contributions to which are deductible under Sections 170(c)(2), 2055(a)(2), and 2522(a)(2) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law). No amendment of the charter of the Federation or repeal of any of its provisions shall limit or eliminate the benefits provided to the Executive Board and officers under this provision with respect to any act or omission which occurred prior to such amendment or appeal.

### **Article XIII – Parliamentary Authority**

The rules contained in the current edition of Roberts Rules of Order, Newly Revised shall govern FGCMDC in all cases to which they are applicable and in which they are not inconsistent with federal or state laws, or these Bylaws and any Standing Rule or Standing Rules that FGCMDC may adopt.

### **Article XIV – Amendments to Bylaws**

**Section 1. Amendment by the Executive Board.** These Bylaws may be amended from time to time by a two-thirds vote of the Executive Board, provided that members of the Executive Board shall receive not less than fifteen (15) days prior written notice stating the amendment or amendments to be considered. Written notice stating any amendment or amendments made by the Executive Board shall be provided to the presidents of member clubs no later than December 15 of the year in which such amendment or amendments are made.

**Section 2. Amendment by the Membership.** At the regular meeting of the membership, any amendment of these Bylaws made by the Executive Board from the date of the last regular meeting of the membership may be amended by a two-thirds vote in which there is a quorum, provided that the Corresponding Secretary shall receive not less than forty-five (45) days prior written notice from at least 15% of member clubs stating the amendment or amendments to be considered, and also provided that upon timely receipt of such notice, the Corresponding Secretary then shall provide not less than thirty (30) days prior written notice to the presidents of member clubs and members of the Executive Board stating the amendment or amendments to be considered.

#### **Adopted March 24, 2009**

Revised: March 28, 2017

Revised: March 22, 2011

Revised: March 26, 2019

Jacquelyn A. Handley, Standing Rules Committee Chairman

Betty Reeves, Recording Secretary

## **STANDING RULES**

### **FEDERATED GARDEN CLUBS OF MARYLAND, INC.**

#### **I. NAME AND OBJECTIVE**

1. The use of the Federated Garden Clubs of Maryland, Inc. (FGCMDC) membership list by any other organizations, businesses or commercial firms is definitely restricted. Exceptional situations must have approval of the Executive Committee.
2. The FGCMDC seal shall not be used commercially.
3. No one shall be permitted to sell any article at any FGCMDC meeting without the approval of the Executive Committee.

## **II. MEMBERSHIP, DISTRICTS AND CLUBS**

1. New clubs coming into the FGCMC shall join the District in which the majority of their members reside. If the logical district cannot be readily determined, a consultation between the Membership Chairman of the Districts in question and the State Membership Chairman shall be held to reach a decision.
2. District Directors must have approval by the FGCMC Executive Committee before any assessment is made upon individual clubs in the District.
3. Individual clubs of the FGCMC are not required to appoint the full complement of Chairmen listed by the FGCMC. The two Chairmen required are Conservation and Environmental Awareness, and Horticulture.
4. The FGCMC President or designee shall establish a quorum at all meetings.
5. The FGCMC may affiliate with other like organizations upon approval of the Executive Board.

## **III - OFFICERS**

1. The FGCMC President shall appoint District Assistant Directors to serve as FGCMC Committee Chairs.
2. The First Vice President of the FGCMC shall serve as coordinator of State Chairmen, and shall serve as a member of the Scholarship Committees. It shall be the First Vice President's responsibility to see the handbooks be kept up to date and permanent records filed at FGCMC Headquarters.
3. The Second Vice President of the FGCMC shall be responsible for FGCMC Headquarters and coordinate office assistance when needed, and shall Chair the Finance Committee.
4. The FGCMC Treasurer is responsible for the timely and complete filing of taxes, and preparation of the final budget and its oversight. Treasurer is also responsible for periodic financial reports and the annual financial report.
5. The FGCMC Recording Secretary is responsible for recording and filing all minutes in the FGCMC permanent minutes' book at the FGCMC office. A book of Motions shall be created for each two-year term, and these books shall not be removed from the office.
6. The FGCMC Corresponding Secretary shall be responsible for sending donation acknowledgements, and from FGCMC funds, expressions of sympathy of flowers or memorials on the death of incumbent Board Members and Past FGCMC Presidents. All other expressions of sympathy shall be at the discretion of the Executive Committee or the Executive Board.
7. Finance Committee is to serve as liaison between the FGCMC and the investment/brokerage firm, and other professional service providers. The Finance Committee is responsible for the office lease, insurance, equipment and employees.
8. Recommendations for National Garden Clubs, Inc. (NGC): All recommendations from the FGCMC for the NGC nominees for officers and/or chairmen must first be reviewed by the FGCMC President and a council of three Past FGCMC Presidents.
9. The NGC Conventions

- a. The FGCMCD President represents the FGCMCD, at the NGC Annual convention, corresponding with the terms of office of the NGC President. The FGCMCD President will receive remuneration approved by the Executive Board. The FGCMCD President shall give the President's report and accept awards. It is recommended that the incoming FGCMCD President in the election year attend the NGC Annual convention and serve as a delegate. The incoming FGCMCD President will receive the remuneration as approved by the Executive Board.

#### **IV - EXECUTIVE BOARD AND COMMITTEES**

1. At the beginning of a new administration, directives shall be sent from each State Chairman to the corresponding District Chairman to further the work of the FGCMCD. The State Chairman shall call Committee meetings as soon as possible. The FGCMCD President and District Directors shall receive a copy of correspondence from any member of the Federation Board to Club Presidents and/or District Chairmen.
2. The individual Handbooks with any pertinent files completed and up to date must be ready to turn over to the incoming First Vice President of the FGCMCD at the January Executive Board meeting in the election year.
3. There shall be Guidelines for the Nominating Committee on file in the FGCMCD office. The Chairman and all members of the Nominating Committee shall receive Guidelines prior to their first meeting. The guidelines and minutes of these meetings shall be retained in the FGCMCD office.
4. All Past FGCMCD Presidents shall serve as non-voting members of the FGCMCD Executive Board with no specific obligation of chairmanship required. This does not preclude their services as officers or chairmen should the occasion arise.
5. A Chairman on the FGCMCD Board customarily may serve two terms, but is limited to three consecutive terms, unless otherwise approved by the Executive Committee.
6. The Organization Study Chairman shall have a minimum of one meeting during each two-year term.
7. Awards
  - a. A State-sponsored Award for an individual or group should acknowledge an accomplishment of National significance.
  - b. State Awards Chairman and Vice Chairman shall be responsible for keeping up to date records of state awards given and to have a copy of this record on file in the FGCMCD office and posted on the FGCMCD website.
  - c. Consideration of any new awards is to be reviewed by the Awards Committee and submitted to the Executive Committee for consideration.
8. Flower Shows
  - a. Free offerings may be taken at Standard Flower Shows given by the FGCMCD, a District or a Club to help defray some of the rising costs of producing such shows.
  - b. A set budget for the State Flower Show must be approved by the Executive Committee. The Flower Show and Committee Chairmen must stay within the allotted amount.
  - c. The State Flower Show shall be the responsibility of the Judges Council.

9. Communications

a. General

- i. No member of the Board of the FGCMMD, except for the President, shall speak for the FGCMMD unless authorized by the FGCMMD President, and on an authorized subject.
- ii. All communications must be within the scope of FGCMMD-sanctioned business and in accordance with the FGCMMD's purpose and goals
- iii. Communications policies apply to all FGCMMD communications, whether through print, digital, visual, oral or other media.
- iv. No person within or outside the organization may use or communicate any information obtained from within or about the FGCMMD without prior permission from the FGCMMD President.
- v. The FGCMMD Communications Committee Chairman has oversight responsibility and authority for communication content unless otherwise specified by the Executive Committee.

b. Public Relations and Publicity

- i. The name "The Federated Garden Clubs of Maryland, Inc." may be used for publicity by the FGCMMD Districts and club members when working within the scope of sanctioned FGCMMD business. Any other use of the name requires prior approval of the Executive Committee.
- ii. The name may not be used in promotional advertising, and/or solicitation material to create the impression of endorsement of a product or services by the FGCMMD.
- iii. All requests or questions regarding the FGCMMD received from the press, radio, television or other media must be referred to the FGCMMD President or First Vice President if the President is unavailable.
- iv. The Executive Board must approve all FGCMMD social media.
- v. The FGCMMD Logo by itself may be used only in conjunction with the name of said District, Council or club only upon approval of FGCMMD Finance Committee.

c. Publications

- i. New publications in any media require approval by the Executive Board.
- ii. Content contained in FGCMMD publications intended for FGCMMD members only may not be printed, posted to the Internet or reproduced in any way for access by individuals or entities outside the FGCMMD unless prior permission is obtained from the Executive Committee if deemed necessary by the President.
- iii. Submission of content by FGCMMD club members constitutes permission to use the submitted content in FGCMMD publications. Content created by non-FGCMMD club members requires written consent to publish.
- iv. A *Directory* shall be published biennially, in each election year, and shall consist of: The Executive Board, each District Board, Garden Club Presidents, Young

Gardeners, the Maryland NGC Accredited Flower Show Judges, Landscape Design, Gardening Consultants and Environmental Consultants Council Members, the FGCMMD, CAR and NGC Life Members of Maryland, Past FGCMMD Presidents, bylaws, standing rules, awards, scholarships and any other information deemed necessary. The dues for the two fiscal years must be posted in the Directory.

v. *Gardenews* shall be published by the FGCMMD a minimum of three times a year by email and FGCMMD website.

d. FGCMMD Website/Social Media

- i. The FGCMMD website ([www.fgcofmd.org](http://www.fgcofmd.org)) is the only website authorized to conduct the business of the FGCMMD. ii. The FGCMMD Website Committee Chairman should send all requests for substantive changes to the content of the public pages of the website to the FGCMMD President and the Executive Committee if necessary.
- ii. The FGCMMD President will determine if approval by the Executive Board is required.
- iii. Terms of use regarding reproduction, content and other matters are posted on the website and must be observed by any person or entity that uses the FGCMMD website.
- iv. photographs posted on the FGCMMD website may not contain facial images of children or clients/residents of care facilities. FGCMMD members and others must give written permission to have their photo published.

### **V - COUNCILS**

1. The Councils shall be responsible for timely submission of tax related information as requested by the FGCMMD Treasurer.
2. Council Chairmen shall coordinate their activities with the FGCMMD calendar; and shall refer to council handbooks for guidance. Council bylaws shall be filed in the FGCMMD office.

- VI - FINANCES** 1. The Finance Committee shall follow the Investment Policy Statement (IPS) maintaining two accounts, General Funds and Endowment Funds, each with sub accounts. The investment firm shall provide quarterly spreadsheets, which will track and report transactions, earnings and appreciation proportionately for each of the sub accounts. The IPS shall be approved by the Executive Board and be on file in the FGCMMD office.
2. The General Liability Insurance policy shall be reviewed by the Finance Committee on a biennial basis.
  3. Dues notices shall be sent electronically, and if necessary, by postal service, after the first of the year to Club Treasurers with a copy to Club Presidents or their designee. 4. IRS 990 notices and instructions shall be sent electronically, and if necessary, by postal service, in January to Club Treasurers with a copy to Club Presidents or their designee.

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## SECTION 7: BYLAWS AND STANDING RULES FGCMC

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5. The incumbent FGCMC Treasurer's duties end on March 31<sup>st</sup> of an election year if the Annual Meeting is reconciled and the current Maryland and IRS taxes are filed, otherwise duties continue until these tasks are completed.
6. Retention
  - a. Scholarship Applications completed Scholarship Evaluation Forms, Financial Aid Forms, students' personal letter and activities, for a period of 7 years in the FGCMC office.
  - b. All Minutes for eternity in the FGCMC office.
  - c. Taxes and all pertinent tax information for ten years in the FGCMC office.
7. Funds for scholarships and grants are to come from the interest of the Fund as established in the Spending Policy of the IPS, and not from the principal. The Funds are the Life Membership Fund, the Robert Lewis Baker Memorial Fund and Alice Rush McKeon Fund.
8. Scholarship Committees
  - a. The FGCMC Scholarship Committee consists of a Chairman (who is not a member of the Finance Committee), the First Vice President of FGCMC and Landscape Design Council (Baker Scholarship) Chairman.
  - b. The Baker Scholarship Committee consists of the Landscape Design Council Chairman serving as Chair, First Vice President of FGCMC, FGCMC Scholarship Chairman and a member of the Maryland Horticulture Society.
9. Alice Rush McKeon Annual roadside tree plantings shall be rotated by district.
10. Committee Chairman expenses, up to \$50, are available on approval of the Budget. All expenses over \$50 need Executive Committee approval. Expenses do not cover stationary, which is available at the office.
11. Gifts and Memorials
  - a. The Past FGCMC President's pin shall be presented as the individual retires as FGCMC President at the Biennial Meeting by the immediate Past FGCMC President as a gift from the FGCMC.
  - b. Deceased Past FGCMC Presidents shall be listed by the FGCMC in the NGC Book of Remembrance.
12. Funds for the floral arrangements for the annual luncheon in an installation year shall be provided by the incoming President's district; other years shall be on a rotating basis by district.
13. The FGCMC President shall request a member(s) to provide table arrangements for the annual meeting pre-dinner. State funds will be budgeted for this expense.
14. Fund raisers are warranted if there is determined financial need as designated by the Executive Committee.
15. Undesignated memorial funds be deposited in the General Scholarship Fund.
16. Funds outside of budget are to be considered by Finance Committee and approved by Executive Committee.

## **VII - NOTICES**

1. E-mail voting should be restricted to items of a time-critical nature that occur between Board meetings.
2. For the Annual Meeting of the FGCMC, the Call should be sent by electronic notice, and by postal service if necessary, to the Club Presidents and to the FGCMC Board.

### **VIII - INDEMNIFICATION**

#### 1. Conflict of Interest Policy

- a. In applying this policy, the term 'interest' shall include: personal interest, or interest as a director, officer, member, stockholder, shareholder, partner, manager, trustee or beneficiary of any concern or having an immediate family member who holds such an interest in any concern.
- b. The term 'concern' shall mean any corporation, association, trust, partnership, limited liability entity, firm, person or other entity other than the organization.
- c. A director or officer of the organization shall not be disqualified from:
  - i. Holding any office in the organization by reason of any interest in any concern or
  - ii. Dealing with either as vendor, purchaser or otherwise, or contracting or entering into any other transaction with the organization or with any entity of which the organization is an affiliate provided:
    1. The interest of such an officer or director is fully disclosed to the Board of Directors, and
    2. The transaction is duly approved by the members of the Board of Directors who are not so interested or connected as being in the best interest of the organization, and
    3. Payments to the interested officer or director are reasonable and do not exceed fair market value.
- d. An interested officer or director may not vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting at which a transaction under this policy may be authorized.
- e. The minutes of meetings at which a vote is taken concerning an issue raised under this conflict-of-interest policy shall record the disclosure, abstention, if any, and the Board's rationale for approval or withholding approval.

Standing Rules Adopted January 10, 2017

Amended February 24, 2017 Amended

December 8, 2017

Amended November 20, 2018

Jacquelyn A. Handley, Standing Rules Committee Chair Betty Reeves,

Recording Secretary

Carolyn A. Braverman, Recording Secretary