

West Virginia Garden Club Handbook



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Eighth Edition 2023

Fifth Edition 1991

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Third Edition 1971

Fourth Edition 1981

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Second Edition 1961

WEST VIRGINIA GARDEN CLUB, INC.

www.wvgardenclub.com

Founded 1929 - Incorporated July 1, 1960

Member of National Garden Club

www.gardenclub.org

Member of South Atlantic Region (SAR)

www.southatlanticregiongardenclubs.org

WEST VIRGINIA GARDEN CLUB CREED

In the garden of life, we will join together in service to protect and respect our environment, to model compassion and generosity in our communities and to be dedicated to the beautification of this garden and the education of its occupants.

Jean Petti and Carolyn Zwior

Adopted March 25, 2023

FOREWORD

Ever mindful of our commitment and responsibility to you, our members, the West Virginia Garden Club's Board of Directors is proud to present this eighth edition of the West Virginia Garden Club Handbook for your use.

The guidelines set forth in this new edition will be helpful in meeting your club's needs for information on garden club procedure necessary to guide our organization on a path of continued success.

Pertinent additions, revisions and clarifications were made with the utmost care by our dedicated Handbook Revisions Committee, to whom we owe a debt of gratitude.

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ADVANTAGES OF BEING MEMBERS OF NATIONAL GARDEN CLUBS (NGC), INC.

What is National Garden Clubs Inc.? It is the largest gardening organization in the world, closely unified through eight regions and fifty-one state federations (including the National Capitol District) and comprised of approximately a one hundred seventy-five thousand in 2014 from every state and an equal number of International Affiliates throughout the world.

National Garden Clubs, Inc. is –

Non-profit, educational, conservationist. Its volunteers are concerned

with people—young, old, handicapped, confined with all aspects of gardening and landscaping
with beautification of our homes, communities, and roadsides
with the wise use and protection of our natural resources
with preservation and restoration

Why would your club and you belong to National Garden Clubs Inc.? Because thousands of clubs across the nation joined together in a unifying organization can achieve so much more than a single club or non-federated club.

National Garden Clubs, Inc. can

give you direction in gardening and environmentally related goals
share knowledge and provide continuing education and expertise in gardening-related activities
give you overall programs and educational projects, research and activate specific interests
give you new friends and expand your horizon
give you Environmental Schools, Flower Show Schools, Gardening Study Courses, and
Landscape Design Schools, so that you become nationally accredited authorities.

Where is National Garden Clubs, Inc. headquarters located:

4401 Magnolia Avenue
St. Louis, Missouri 63110

By joining hands with clubs throughout our country, we become an effective force for good with the common goal of building a better world through gardening and related activities.

THE ADVANTAGES OF BEING MEMBERS OF THE SOUTH ATLANTIC REGION (SAR)

The framework of the National Garden Clubs is based on a plan of local garden clubs forming state garden clubs, which in turn are united to form the national organization. In order to provide closer communication between National and its member state garden clubs, the states were divided into seven regions in 1933 (now eight regions). A director was elected from these seven regions and served as vice presidents to the national president. By 1945 the policy changed; and the regional director no longer served as vice president but remained as a member of the Executive Committee and Board of Directors representing their various regions throughout the United States. The South Atlantic Region was divided into two regions in 1960, The Deep South and the South Atlantic Regions. Thus, was created the eight regions with each having its own director.

West Virginia belongs to the South Atlantic Region, along with its sister states: Kentucky, Virginia, North Carolina, and South Carolina. Our Region provides better communication and closer contact with its member states to promote and coordinate the goals and projects of National.

Each Region serves as a liaison between the state federations and National. The office of Regional Director and Alternate Director rotates among the five states. Each state, in turn, will provide a director and alternate every ten years.

Your Local Garden Club

Local Councils

WV Garden Club District

West Virginia Garden Club

South Atlantic Region

National Garden Club

THE ADVANTAGES OF BEING A MEMBER OF WEST VIRGINIA GARDEN CLUB (WVGC), INC.

Why should you and your club belong to the West Virginia Garden Club, Inc.? Because hundreds of clubs across our state, joined together in a large, unified organization, can achieve so much more than a single club.

As a member of West Virginia Garden Club, Inc.

- You can combine your efforts to accomplish more than a single club to conserve resources,
- Protect the environment, beautify communities,
- Promote litter control and protect the state and the nation,
- Belong to National Garden Clubs, Inc. representing the largest group of organized gardeners in the world.
- Develop your own club programs, projects, and activities. Participation in state and national projects is voluntary.
- Receive copies of "*WV Garden News.*"
- Have available to you a source of continuing education through -
- State flower show schools, symposiums, environmental studies schools, Gardening studies courses, landscape design schools, and Wildflower Pilgrimages, which provide knowledge and fun.
- National Garden Clubs accreditation in nationally approved schools, programs, and workshops may be awarded.
- Be inspired and informed through state, district, and council meetings,
- Support our youth and conduct projects and programs of mutual interest through conservation camps, scholarships, state life membership scholarships, and other youth activities.
- Secure programs and lecture papers for programs, workshops, and projects upon advance request from state Audio/Visual Programs Chairman.
- Conduct or support garden therapy projects. Participate in World Gardening.
- Improve West Virginia through civic, roadside, and environmental development and litter and recycling projects.
- Be rewarded for club and individual efforts through state, regional and national awards offered annually.

- Learn by exchanging ideas and information with fellow gardeners through club programs, workshops and home gardening practices.
- Take advantage of available ways and means projects promoted by WVGCI.
- Learn new ideas and “how to” methods and other projects from valuable information provided by state officers and chairmen.
- Enjoy fellowship, make friends, and share gardening and nature with people who have the same interests.

KEY---

NGC = National Garden Clubs, Inc.

SAR = South Atlantic Region

WVGC = West Virginia Garden Club, Inc.

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West Virginia Garden Club, Inc.

BYLAWS

ARTICLE I

Name

The name of this organization is West Virginia Garden Club, Inc. hereinafter WVGCI.

ARTICLE II

Object

Section 1. The objects of the WVGCI are:

- A. To operate exclusively for charitable, educational, and scientific purposes under 501(c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code.
- B. To study, advance and teach aspects of the science and art of gardening including landscape design, floral design, environmental studies, and horticulture.
- C. To help preserve and conserve natural resources.
- D. To coordinate the interests of the federated garden clubs in the state, and to promote the organization of new clubs.
- E. To encourage civic beauty and stimulate roadside improvement.
- F. To further horticultural, environmental, conservation and landscape design education through scholarship programs to West Virginia students.
- G. To promote gardening activities and education with youth.
- H. To cooperate with other entities furthering interests of horticulture, environment, and conservation.
- I.

Section 2. WVGCI will not discriminate based on race, color, religion, creed, gender, disability, national origin, economic circumstance or age.

ARTICLE III

Membership

Section 1: Membership in WVGCI consists of:

- A. All dues paying members of a WVGCI Garden Club.
- B. Members at Large – Individuals having proper qualifications and recommendations, but not currently affiliated with local garden clubs, may, upon approval of the Executive Committee, and upon payment of prescribed dues, become a member at large.
- C. Affiliate Organizations having similar objectives and interest in promoting the aims and purposes of the WVGCI, which has been approved for membership by the Executive Committee and has met all financial obligations.

Section 2. Membership in the WVGCI includes membership in the South Atlantic Region and the National Garden Club.

Section 3. Each member of WVGCI attending the annual business meeting is entitled to one vote.

Section 4. Life and Diamond Membership may be awarded to members and non-members with a donation of a specified amount to the WVGCI scholarship program in recognition of service promoting the objectives of WVGCI. Life or Diamond Membership is an honorary status. Members recognized with these honors must continue to pay dues.

ARTICLE IV

Dues

Section 1. Annual dues per member will be at a rate specified by the Executive Committee, with the approval of the general membership. Each club is responsible for remitting the dues of its members.

Section 2. Annual dues of affiliated organizations will be at a determined rate.

Section 3. Dues for the current fiscal year are payable July 1. Clubs, members at large or affiliate organizations whose dues are not paid by August 1 will be notified. If dues have not been paid by May 1, they will automatically be dropped from membership, following final notification by the Executive Secretary.

Section 4. A club may be reinstated by paying dues for the current year, provided applications for reinstatement have been made through the District Director and Executive Secretary, and approved by the Executive Committee.

Section 5. New clubs joining WVGCI within the last six months of the fiscal year will have their dues waived for the current year.

ARTICLE V

Officers, Terms of Office, and Qualifications

Section 1. The elected officers of WVGCI will be President, First Vice-President, Second Vice-President, Recording Secretary, Treasurer and Assistant Treasurer. These officers will serve a term of two (2) years and be elected at the annual meeting of the West Virginia Garden Club Inc. held in odd years.

Section 2. The appointed officers of WVGCI will be Executive Secretary, Finance Chair, and Parliamentarian. The President-Elect will appoint these officers subject to the approval by the Executive Committee.

Section 3: No elected officer will be eligible for re-election except the Recording Secretary, Treasurer, and Assistant Treasurer who may serve no more than two successive terms. After an interim term(s), the Recording Secretary, Treasurer, and Assistant Treasurer may be eligible for re-election.

Section 4. A vacancy occurring in either an elected or appointed office will be filled by appointment by the president and approved by the Executive Committee.

Section 5. To be eligible for the office of president, candidates will have served a minimum of two years on the Executive Committee of WVGCI.

Section 6. Terms of Office. Officers will begin their terms of office concurrently with the newly elected National President. The retiring state president will report on WVGCI's achievements to the NGC conventions at the end of each year and will accept any awards.

ARTICLE VI

Duties of Officers

Section 1. The President will preside at all meetings of the organization, the Board of Directors, and the Executive Committee, appoint all standing committee chairs and all members of special committees, and serve as an ex-officio member of all committees except the Nominating Committee. The President will review and approve or decline all club or council requests to use the WVGCI liability insurance for projects or the tax-exempt documentation for scholarships, grants and award applications and notify the Treasurer of the decision for inclusion in the records. The President will be the coordinator of WVGCI work with the South Atlantic Region and National Garden Club and attend those meetings and conventions whenever possible. If a conflict arises or the

Treasurer or Assistant Treasurer is unavailable, the President is authorized to disburse WVGCI funds and notify the Treasurer.

Section 2. The First Vice-President will assist the President, and in the absence of the President, will perform all duties of the office and become President in the event of a vacancy. The First Vice-President will serve as a member of Finance and Scholarship Committee. The First Vice-President will serve as the District Director Coordinator. The First Vice-President will assume the title of President-Elect after the nominating report is accepted at the Fall Board Meeting in even-numbered years.

Section 3. The Second Vice-President will assist the President, and in the absence of the President and First Vice-President, will perform all duties of the office. The Second Vice-President will serve as a member of the Finance and Scholarship Committees. The Second Vice-President will serve as the Awards Chair.

Section 4. The Recording Secretary will record and maintain the minutes of meetings of WVGCI, Executive Committee meetings and Board of Director Meetings during their term of office. The Recording Secretary will report all action taken by the Executive Committee to the Board of Directors. The Recording Secretary will report all action taken by the Board of Directors at the annual business meeting of WVGCI.

Section 5. The Treasurer is the legal custodian of all WVGCI funds which will be deposited in local banks and paid out upon appropriate documentation. The Treasurer will keep an accurate record of all collections and disbursements and provide regular financial reports, comparing the actual expenditures and collections with the approved annual budget which will be prepared by the Treasurer in consultation with the President. The Treasurer will file all corporate state and federal tax returns and documents, in particular the 501(c) 3 and state tax-exemption registers and provide all financial records to any external auditor requested by the organization's internal bi-annual audit committee. The Treasurer will serve on the Finance and Scholarship Committees and be responsible for recording the WVGCI liability insurance used by the clubs or councils as approved by the President and the tax-exempt number use for grant, scholarship, or award applications by the clubs, districts or councils as approved by the President. The Treasurer will be bonded as necessary, and the bond will be paid by WVGCI funds.

Section 6. The Assistant Treasurer will collect and deposit the dues of the organization and maintain the membership list. The Assistant Treasurer will collect dues and notify clubs, members at large and affiliates whose dues are unpaid. The Assistant Treasurer will be the Garden News Circulation Manager and the State Convention Treasurer. In the absence of the Treasurer, the Assistant Treasurer is authorized to dispense funds of the organization with proper authorization from the President. The Assistant Treasurer will be bonded as necessary, and the bond will be paid by WVGCI funds.

Section 7. The Executive Secretary will maintain a list of all club presidents, state officers, and board of director members. The Executive Secretary will assist with the formation of new clubs and the disbanding of clubs. The Executive Secretary will conduct the correspondence of WVGCI except as otherwise provided and will send out all notices of meetings. The Executive Secretary will assist the President as needed and coordinate the messages of WVGCI.

Section 8. The Finance Chair heads the Finance Committee, calls meetings of that committee and reports its recommendations to the Executive Committee. The Finance Chair will receive requests for unbudgeted expenses for consideration by the committee. With the committee, the chair monitors the budget. The chair will have been a member of the Executive Committee.

Section 9. The Parliamentarian will chair the Bylaws Committee. The Parliamentarian will, upon request, render opinions of parliamentary law and interpretation of the bylaws of the WVGCI, and keep a record of any changes in the bylaws.

Section 10. Each officer will present a written report at the annual convention and fall board meeting of the WVGCI.

ARTICLE VII

Elections

Section 1. Nominating Committee. The chair of the Nominating Committee is to be a Past President of WVGCI. During the first year of office the President will appoint from rotating districts a nominating committee, composed of a chair and four members, the chair to be appointed from one of these districts. If a vacancy occurs on the committee, the President will appoint a successor from the same district in which the vacancy occurred. All members of the Nominating Committee will have been members of the Board of Directors for at least one two-year term and will have attended at least two annual meetings during the past four years.

Section 2. Nominating Committee Report. The report of the Nominating Committee is presented by its chair to the fall meeting of the Executive Committee and then, upon approval of the Executive Committee, to the Board of Directors meeting in even years and at the annual meeting held in odd years.

Section 3. Election. Elections will be made by voice vote, unless more than one candidate has been nominated for an office, in which case the vote will be by ballot.

Section 4. Voting. Each member attending the annual meeting will be entitled to one vote.

Section 5. Terms of Office. Officers will begin their terms of office concurrently with the newly elected National President. The retiring state president will report on WVGCI's achievements to the NGC conventions at the end of each year and will accept any awards.

Section 6. In the event of an emergency, the President will direct the Recording Secretary to inform all members eligible to vote of the necessity of electronic or paper ballots to conduct the business of WVGCI. All votes must be received by the Recording Secretary within 20 days of distribution date by postal mail or by using an electronic service that supports anonymous voting to be counted.

Section 7. Any elected or appointed officer of the organization may be removed for just cause. Cause for such removal is a violation of the Bylaws or any lawful rule, practice, or procedure adopted by the WVGCI or other conduct deemed to be prejudicial to the best interest of the organization. For removal of an elected officer for cause, the Executive Committee will hold a formal hearing. A statement of the charges will be sent by registered mail to the last recorded address of the officer, accompanied by notice of the time and place of the meeting at which the charges are to be considered. At least ten (10) days' notice will be given, and the officer will have the opportunity to appear in person, to be represented by counsel and to present any defense to such charges before action is taken. The Executive Committee will adopt such rules as may be necessary to assure due process to the officer. Upon a two-thirds affirmative vote, the Executive Committee will remove the officer, notifying the officer by registered mail and notifying the membership at its next meeting and in the Garden News.

ARTICLE VIII
Executive Committee

Section 1. The voting members of the Executive Committee will be President, First Vice-President, Second Vice-President, Recording Secretary, Treasurer, Assistant Treasurer, Executive Secretary, Finance Chair, and Chair of Past Presidents Advisory Council.

Section 2. The Executive Committee will define the policies of WVGCI, approve membership of Standing Committees, create Special Committees, and transact all business of WVGCI. It will ratify each District Director and approve the applications for new clubs. All action taken by the Executive Committee will be reported by the Recording Secretary to the Board of Directors.

Section 3. The Executive Committee will meet at least twice a year, at the fall board meeting and the annual meeting. The Executive Committee may also be called, when necessary, by the President or upon written request by three (3) members of the committee.

ARTICLE IX
Board of Directors

Section 1. The Board of Directors will consist of the Executive Committee, District Directors, Chairs of Standing and Special Committees and any member of the NGC Board of Directors living in West Virginia.

Section 2. The Board of Directors ratifies any bylaw changes, WVGCI Budgets, and nominations for state officers as presented by the Recording Secretary.

Section 3. The Recording Secretary will present Bylaw changes, WVGCI Budgets and nominations for state office at the annual meeting for a vote by the membership.

ARTICLE X
Standing and Special Committees

Section 1. The Standing Committees of WVGCI will be:

- Awards Committee
- Audit Committee
- Bylaws Committee
- Convention Committee
- Finance Committee
- Nominating Committee
- Scholarship Committee.

The chair of a standing committee will be by designated position or appointed by the President with Executive Committee approval. The chair of each standing committee will present a written report at each board meeting.

Section 2. The President will appoint special committees for promoting the objectives of WVGCI with the approval of the Executive Committee.

Section 3. Each committee chair will utilize the resources of SAR and NGC to enhance their committee work. Each committee chair will submit a written report at the end of their term or as requested.

ARTICLE XI – Meetings and Quorums

Section 1. The Annual Meeting of the WVGCI will convene in the spring. The date and place will be decided by the President and the Convention Committee, with notification given to the Executive Committee.

Section 2. A quorum for any regular or special meetings of the Executive Committee will consist of 51% of its voting members. A quorum for any regular or special meetings of the Board of Directors will consist of 33% of its voting members. The Executive Secretary is responsible for determining that a quorum is present. A quorum at an annual meeting will be a majority of registered voting members in attendance.

ARTICLE XII

Districts

Section 1. To facilitate the work of WVGCI, the state is divided into districts. All clubs, their members and members at large must belong to the assigned district to be a member of WVGCI.

- A. **Appalachian District-** Braxton, Fayette, Nicholas, Raleigh, Webster, and Wyoming Counties.
- B. **Greenbrier District-** Greenbrier, McDowell, Mercer, Monroe, Pocahontas, and Summers Counties.
- C. **Kanawha District -** Clay, Kanawha (except towns named in Ohio-Guyan District) Counties.
- D. **Monongahela-Cheat District-** Harrison, Marion, Monongalia, Preston, and Taylor Counties.
- E. **Ohio-Guyan District -** Boone, Cabell, Lincoln, Mason, Mingo, Logan, Putnam and Wayne Counties plus Nitro and Dunbar in Kanawha.
- F. **Ohio Valley District-** Brook, Calhoun, Doddridge, Gilmer, Hancock, Jackson, Marshall, Ohio, Roane, Tyler, Wetzel, Wirt, and Wood Counties.
- G. **Shenandoah-Potomac District-** Berkeley, Hampshire, Jefferson, and Morgan Counties.
- H. **Tygart Valley District-** Barbour, Grant, Hardy, Lewis, Mineral, Pendleton, Randolph, Tucker, and Upshur Counties.

Section 2: (a) Each district will have a District Director, a Secretary and a Treasurer elected or appointed by the garden clubs of that district. (b) Districts may have an Assistant Director.

Section 3. The District Director will have served as an officer of a garden club and have attended one state meeting, inclusive of the one at which the Director is installed.

Section 4. District Directors will be elected in the fall preceding the state election. The election of the District Director of each district will be ratified by the Executive Committee of WVGCI. A Director may serve two consecutive terms. After an interim term, the Director may become eligible for re-election.

Section 5. The District Director responsibilities to WVGCI are:

- A. to serve on WVGCI Board of Directors
- B. to attend the annual meeting
- C. to serve on the WVGCI Convention Committee
- D. to schedule in coordination with the State President a Fall District Meeting of all clubs
- E. to schedule a Spring President's Workshop
- F. to report activities of the clubs, districts, councils at the WVGCI Annual Meeting
- G. to assist with the work of WVGCI within the district

The responsibilities of the District Director to the District Clubs and members at large are:

- A. to communicate information about Fall District Meetings and Spring President's Workshops to clubs and councils
- B. to inform the clubs about plans and program of WVGCI
- C. to keep a list of all Club Presidents, Council Presidents, and members at large with contact information
- D. to assist with the formation of new clubs
- E. to visit clubs as a representative of WVGCI.

Section 6. Each district will have a Treasurer who is responsible for keeping records of all receipts and disbursements and giving a financial annual report at the District Fall Meeting. The Treasurer will send the approved financial report to the State Treasurer.

Section 7. Each district will have a Secretary who is responsible for recording the minutes of all district meetings.

Section 8. Each district may have an Assistant Director. The Assistant Director may attend all meetings of the Board of Directors but will have no vote. In the absence or incapacity of the elected District Director, the Assistant Director performs the duties of that office and will assume the title of District Director until the elected District Director is able to return. The Assistant Director will have the same qualification requirements as the District Director.

ARTICLE XIII Councils

Section 1. Clubs within a district may organize into councils for a specific program or project.

Section 2. The council will have bylaws, a President, Secretary and Treasurer. Copies of bylaws will be filed with the financial reporting and minutes of meetings. These documents will be provided to WVGCI on request.

Section 3. Each council will have a Treasurer who is responsible for keeping records of all receipts and disbursements. The Treasurer will send the approved financial report to the State Treasurer.

Section 4. Each council will have a Secretary who is responsible for recording the minutes of all council meetings.

ARTICLE XIV Fiscal Year

The fiscal year of WVGCI will be from July 1 thru June 30.

ARTICLE XV Amendments

These bylaws may be amended at the annual meeting of the WVGCI by a two-thirds vote of the members present and voting, provided the proposed amendment has been presented in writing to the Executive Committee, WVGCI Board of Directors and membership.

ARTICLE XVI Activities

The activities of this organization are restricted so that it may not be used or operated for private profit and no property of the organization will inure to the private profit of any member or special group or be used for any purposes other than those enumerated in Article II.

ARTICLE XVII Parliamentarian Authority

Robert's Rules of Order, Revised, shall be the parliamentary authority of the WVGCI.

ARTICLE XVIII Dissolution

Upon the dissolution of this organization, assets will be distributed for one or more exempt purposes within the meaning of 501(c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code or to a local government for a public purpose.

POLICIES OF THE WEST VIRGINIA GARDEN CLUB, INC.

Policies are procedures and ways of work approved by the Executive Committee of the WVGCI.

Financial Policies

These Procedures are necessary because these events use WVGCI Federal EIN identification for banking purposes. All funds, either received or expended, must be reflected on WVGCI's IRS Tax Returns.

1. Any requests for unbudgeted expenditures from the WVGCI treasury must first be presented to the Finance Committee for review and approval. If approved, the request should then be presented for ratification to the Executive Committee. The Treasurer shall maintain a list of these requests and their status.
2. All net profits from projects sponsored by WVGCI will be deposited to the WVGCI general or operating account; designated exceptions, as approved by the Executive Committee, may be deposited in alternate WVGCI accounts.
3. Any *WV Garden Club News* income from advertising or other sources must be deposited in the WVGCI general or operating account and should be used to support the publications.
4. The WVGCI memorial fund commemorating deceased garden club members or others formerly known as the Rhododendron Memorial Fund is a line item in the WVGCI treasury to be used for suitable educational purposes. When a current Board member or spouse dies, the Treasurer will transfer ten (\$10.00) dollars from the operating fund into this line item. All proposed expenditures from this line item must first be reviewed and approved by the Finance Committee and ratified by the Executive Committee.
5. The WVGCI Life Membership Scholarship Fund is self-sustaining, and any income earned from investments, bank interests and the sale of life memberships, pins and diamond guards must be deposited in this scholarship account.
6. All officers and directors will be covered by the WVGCI liability insurance policy which shall serve as the blanket bond for any WVGCI member charged with the treasuries of WVGCI, any club, council, or district, as long as the club, council or district promptly submits its annual financial report to the WVGCI Treasurer.

Financial Procedures for WVGCI Clubs, Councils and Districts

1. Each club, council, or district must have a treasury maintained at a financial institution. The treasury, generally a checking account, should have at least two (2) signatories, either one of whom may write and sign checks. Anyone may make deposits to the checking account but must send the deposit slips to the organization's treasurer.
2. Each club, council, or district must obtain a federal EIN for banking purposes; clubs or districts may also apply for federal 501c3 and/or report to the West Virginia Secretary of State as a non-profit organization.
3. Each club, council, or district should have appropriate bylaws reflecting the organization's non-profit, and, if applicable, 501c3 status. The bylaws should require that all funds must be reported by the organization's treasurer and the treasury should be regularly audited.
4. Each club, council, or district should provide in its budget and bylaws for financial support of or assistance to the president of the club or council. The district director is a designated delegate to attend the Fall Board and Spring Annual Meetings of WVGCI.

5. Each club, council, or district must have a dissolution section in its bylaws providing that any funds remaining in the organization's treasury when it dissolves must be contributed to an approved non-profit, preferably garden related, organization or to a government agency such as a municipality.

Financial Procedures for Environmental Education Workshops

1. The prospective date for any Workshop must be approved by WVGCI.
2. WVGCI shall approve an advance for the Workshop.
3. Districts may individually sponsor or co-sponsor with another district a workshop; the frequency of any workshops is to be determined by the Environmental Education Chair and Executive Committee.
4. WVGCI Finance Chair and Treasurer must be notified of any workshop.
5. The Treasury will maintain a restricted line item for workshops.
6. Corporate partners or donations may be obtained for the Workshop.
7. The Workshop Chair must
 - a. Obtain written agreements for the facility, speakers, tours, and similar items.
 - b. Coordinate the event with the NGC Environmental Education Chair since requirements and place the Workshop on the NGC Calendar of Events and in their publications.
 - c. Prepare a financial report including the workshop date, facility, chairs with contact information, number of attendees, and an itemized list of all receipts and expenditures. The Workshop Treasurer will make four (4) copies of the report and deliver one (1) to the State Treasurer with the receipts and any bank statements attached within two (2) months of the workshop, two (2) copies to the State President who will forward one (1) on to the next Workshop Chair, one (1) copy to the Finance Committee Chair with the original for the Workshop Chair's files. Any funds remaining or deficits shall be noted in the report.
 - d. Any remaining funds must be sent to the WVGCI Treasurer within two (2) months of the event. These funds will be deposited in the restricted line item labeled Environmental Education for future use.

Financial Procedures for Flower Show Schools, Symposiums or Similar Events

1. The prospective date for any Flower Show School or Symposium must be approved by WVGCI.
2. WVGCI shall approve an advance for the School or Symposium.
3. Hostess duties for Flower Show Schools will rotate among the Districts alphabetically; the frequency of any School or Symposium is to be determined by the Flower Show Schools Chair and Executive Committee.
4. WVGCI Finance Chair and Treasurer must be notified of any prospective school.
5. The WVGCI Treasury will maintain a restricted line item for Flower Show Schools/Symposiums.
6. The district/club Flower Show Chair must
 - a. Obtain written agreements for the facility and instructors.
 - b. Coordinate the event with the NGC Committee Chairs and place the School or Symposium on the NGC Calendar of Events and in their publications.
 - c. Prepare a financial report including the date, facility, chairs with contact information, number of attendees, and an itemized list of all receipts and expenditures, and make four (4) copies of the report, delivering one (1) to the State Treasurer with the receipts and any bank statements attached within two (2) months of the workshop, two (2) copies to the State President who will forward one (1) on to the next Flower Show School/Symposium Chair, one (1) copy to the Finance Committee Chair with the original for the Flower Show/Symposium Chair's files. Any funds remaining or deficits shall be noted on the report.
7. Any remaining funds must be sent to the WVGCI Treasurer within two (2) months of the event. These funds will be deposited in the restricted line item labeled Flower Show Schools/Symposium for future use.

Financial Procedures for Landscape Design Schools

1. The prospective date for any Landscape Design School must be approved by WVGCI.
2. WVGCI shall approve an advance for the School.
3. Districts may individually sponsor or co-sponsor with another district a landscape design school; the frequency of any schools is to be determined by the Landscape Design School Chair and Executive Committee.
4. WVGCI Finance Chair and Treasurer must be notified of any prospective school.
5. The WVGCI Treasury will maintain a restricted line item for Landscape Design Schools.
6. The Landscape Design Schools Chair must
 - a. Obtain written agreements for the facility and instructors.
 - b. Coordinate the event with the NGC Committee Chairs and place the School on the NGC Calendar of Events and in their publications.
 - c. Prepare a financial report including the date, facility, chairs with contact information, number of attendees, and an itemized list of all receipts and expenditures, and make four (4) copies of the report, delivering one (1) to the State Treasurer with the receipts and any bank statements attached within two (2) months of the school, two (2) copies to the State President who will forward one (1) on to the next Landscape Design School Chair, one (1) copy to the Finance Committee Chair with the original for the Landscape Design School Chair's files. Any funds remaining or deficits shall be noted in the report.
7. Any remaining funds must be sent to the WVGCI Treasurer within two (2) months of the event. These funds will be deposited in the restricted line item labeled Landscape Design Schools for future use.

Financial Procedures for State Conventions

The intent of these procedures is to define expenses that will be paid by convention funds and develop a process for approving payment. The intent of the Convention is to provide members with an affordable experience that celebrates gardening, recognizes the work of our garden clubs, provide opportunities to meet fellow members, education and conduct the business of WVGCI.

1. The Convention Chair will work with the State President to establish a budget for the Convention which will be presented and approved by the Finance Committee, Executive Committee, and the Board of Directors at the Fall Board Meeting.
2. The District responsible for registration will work with the State Assistant Treasurer to establish procedures for making deposits for registration fees.
3. Any contracts necessary for the Convention shall only be signed by the State President and State Treasurer.
4. When complimentary rooms or meals are included in the contract, they will be offered to the State President and Convention Chairman.
5. The following items will be determined by the Convention Chairman and State President:
 - a) If a speaker and/or a workshop leader are to be offered complimentary tickets to meals.
 - b) Convention luncheon speaker fees and expenses.
6. Items sold at the convention must be approved by the Convention Chairman and by the convention facility.
7. Convention funds may pay for expenses relating to:
 - a. A single Table Arrangement to be used at all events and then sold
 - b. Printing of Programs/Memorial Programs/Installation Programs
 - c. Speakers
 - d. Workshops – Presenters (items to be used by participants to be paid by the participant)
 - e. Display Room for Vendors/Boutique

- f. Hotel Related Expenses i.e., audio video, etc.
 - g. Banquet and Meeting Rooms
 - h. Postage
 - i. Reimbursement to State President for convention related expenses up to \$500
 - j. Hotel and meal expenses for SAR Director and NGC President when formally invited by the President
 - k. Any other expenses approved by the Finance Committee
8. All convention expenses shall be submitted with an expense report form and a copy of the invoice to the Convention Chairman for approval. This can be submitted by email.
 9. All bills will be submitted by the Convention Chair to the State Assistant Treasurer for payment.
 10. The hotel bill shall be reviewed by both the Convention Chairman and the State President.
 11. Should there be fees for invited guest(s), they are to be itemized by position on the expense report.

The Convention Chairman shall provide a report comparing actual expenses to budget.

Financial Procedures for Wildflower Pilgrimage

1. All Wildflower Pilgrimage expenses will be paid from an account labeled Wildflower Pilgrimage. No expenses will be paid by the WVGCI Treasury, except under extraordinary circumstances and approved by the Finance and the Executive Committees.
2. WVGCI President, in consultation with the Wildflower Pilgrimage Chair, will assign each District to serve one year as the hostess group providing cookies for coffee hours and door prizes. For that one year, that District will have no duties at or for the WVGCI Annual Meeting.
3. If any funding of the Pilgrimage is from WVGCI, the Wildflower Pilgrimage Chair must prepare a financial report including the date, facility, chairs with contact information, number of attendees, and an itemized list of all receipts and expenditures, and make four (4) copies of the report, delivering one (1) to the State Treasurer with the receipts and any bank statements attached on or before June 30th of that year, two (2) copies to the State President who will forward one (1) on to the next Wildflower Pilgrimage Chair, one (1) copy to the Finance Committee Chair with the original for the Wildflower Pilgrimage Chair's files. Any funds remaining or deficits shall be noted in the report.

Policies for Electronic Meetings

1. Login Information: The Recording Secretary shall send by email to every Board of Directors and Delegates, at least one week prior to each meeting, the time of the meeting, the URL and codes necessary to connect to the electronic meeting service, and, as an alternative and backup to the audio connection included within the electronic service, the phone number and access codes(s) the member needs to participate aurally by telephone. The Recording Secretary shall send include a copy of, or link to, these onic meeting service availability to begin at least 15 minutes before the start of each meeting.
2. Signing In and Out: Members shall identify themselves as required to sign into the electronic meeting service, and shall maintain electronic and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.
3. Quorum Calls: The presence of a quorum shall be established by roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.
4. Technical Requirements and Malfunctions: Each member is responsible for his or her audio and electronic connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

5. **Electronic Meeting Service Technical Assistant:** A technical assistant with knowledge of the electronic Service being used, should be present during the meeting in case technical problems may be encountered.
6. **Forced Disconnections:** The chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting, and recorded in the minutes.
7. **Assignment of the Floor:** To seek recognition by the chair, a member shall enter request in the appropriate manner of the electronic meeting service being used. Upon assigning the floor to a member, the chair shall clear the online queue of members who had been seeking recognition. To claim preference in recognition, another member who had been seeking recognition may promptly seek recognition again, and the chair shall recognize the member for the limited purpose of determining whether that member is entitled to preference in recognition. A member may request recognition only twice on the same topic.
8. **Interrupting a Member:** A member who intends to make a motion or request that under the rules may interrupt a speaker shall use the designated feature for so indicating and shall thereafter wait a reasonable time for the chair's instructions before attempting to interrupt the speaker by voice.
9. **Motions Submitted in Writing:** a member intending to make a main motion, to offer an amendment, or to propose instructions to a committee, shall, before or after being recognized, post the motion in writing to the online area designated by the Recording Secretary for, this purpose, preceded by the member's name and a number corresponding to how many written motions the member has so far posted during the meeting (e.g. "Smith3:"; "Frances Jones 2:"). Use of the online area designated by the Recording Secretary for this purpose shall be restricted to posing the text of intended motions.
10. **Display of Motions:** The Recording Secretary shall designate an online area exclusively for the display of the immediately pending question and other relevant pending questions (such as the main motion, or the pertinent part of the main motions, when an amendment to it is immediately pending) , the Recording Secretary, or any assistants appointed by him or her for this purpose, shall cause such questions, or any other documents that are currently before the meeting for action or information to be displayed therein until disposed of.
11. **Voting:** votes shall be taken by the anonymous voting feature of the electronic meeting service unless a different method is ordered by the Board or required by the rules. When required or ordered, other permissible methods of voting are electronic roll call or by audible roll call. The chair's announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.
12. **Video Display:** The chair, the Recording Secretary, Officers, or their assistants shall cause a video of the chair to be displayed throughout the meeting and shall also cause display of video of the member currently recognized to speak or report.

Electronic Meetings using Teleconference with Electronic Voting and Document Sharing:

1. **Login Information:** The Recording Secretary shall send by email to every Board of Directors and Delegates, at least one week each meeting, the time of the meeting, the phone number and unique access code necessary to connect to the telephone conference call, and the URLs and login information for the online survey tool and file-hosting service. The Recording Secretary shall also include a copy of, or link to, these rules.
2. **Call-in Time:** The Recording Secretary shall schedule a telephone conference call, using a free service that provides each user with a unique access code, to begin 15 minutes before the start of each meeting. The Recording Secretary shall also establish accounts with a free online survey tool that supports anonymous surveys, and with a free file-hosting service.
3. **Technical Requirements:** For the purposes of electronic ballot voting and file sharing, members shall maintain electronic access during the meeting.
4. **Arrival Announcements:** Members shall announce themselves at the first opportunity after joining the telephone conference call but may not interrupt a speaker to do so.
5. **Departure Announcements:** Members who leave the telephone conference call before adjournment shall

announce their departure but may not interrupt the speaker to do so.

6. **Quorum Calls:** The presence of a quorum shall be established by roll call at the beginning of the meeting and on the demand of any member. Such a demand may be made following the departure of any member or following the taking of any vote for which the announced totals add to less than a quorum.
7. **Obtaining the Floor:** To seek recognition by the chair, a member shall address the chair and state his or her own name.
8. **Motions Submitted in Writing:** Members may submit motions to the chair in writing by uploading them to the file-hosting service and notifying the chair of the URL or download link needed to access the file.
9. **Voting:** All votes shall be taken by roll call, unless required under the rules or ordered by the Board to be taken by ballot. When a vote is taken by roll call, only the number of votes on each side and the number of members present but not voting shall be entered in the minutes, unless the Board orders a fully recorded roll-call vote. Ballot votes shall be taken electronically, as follows: The Recording Secretary shall post the question using the online survey tool, and the chair shall then alert the members that the polls are open, providing any additional information that members need to cast their votes online. The polls shall be closed not less than two minutes after they have been opened by the chair. Business may also be conducted by unanimous consent.
10. **Technical Malfunctions:** Each member is responsible for his or her connection to the telephone conference call and to the electronic connection; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
11. **Forced Disconnections:** The chair may order the Recording Secretary to disconnect to mute a member's connection if it is causing undue interference with the telephone conference call. The chair's decision to do so, which is subject to an un-debatable appeal that can be made by any member, shall be announced during the meeting, and recorded in the minutes.

Electronic Meetings using Telephone Meeting Without Electronic Support:

1. **Connection Information:** The Recording Secretary shall send by email to every member of the Board, at least one week before each meeting, the time of the meeting and the phone number and access code needed to connect to the telephone conference call.
2. **Call-in Time:** The Recording Secretary shall schedule a telephone conference call, using a free service, to begin 15 minutes before the start of each telephone meeting.
3. **Arrival Announcements:** Members shall announce themselves at the first opportunity after joining the telephone conference call but may not interrupt a speaker to do so.
4. **Departure Announcements:** Members who leave the telephone conference call before adjournment shall announce their departure but may not interrupt a speaker to do so.
5. **Quorum Calls:** The presence of a quorum shall be established by roll call at the beginning of the meeting and on the demand of any member. Such a demand may be made following the departure of any member or following the taking of any vote for which the announced totals add to less than a quorum.
6. **Obtaining the Floor:** To seek recognition by the chair, a member shall address the chair and state his or her own name.
7. **Motions Submitted in Writing:** Members may not submit motions in writing during the meeting but are entitled to make motions orally. Members may, however, submit motions in writing by sending them at least 3 days before the meeting to the Recording Secretary, who shall send any such pre-submitted motions by email to all members in advance of the meeting.
8. **Voting Methods:** All votes shall be taken by roll call. Unless the Board orders fully recorded roll-call votes, only the number of votes on each side and the number of members present but not voting shall be entered in the minutes. Business may also be conducted by unanimous consent.
9. **Technical Malfunctions:** Each member is responsible for his or her connection to the telephone conference call and to the electronic connection; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

10. Forced Disconnections: The chair may order the Recording Secretary to disconnect to mute a member's connection if it is causing undue interference with the telephone conference call. The chair's decision to do so, which is subject to an un-debatable appeal that can be made by any member, shall be announced during the meeting, and recorded in the minutes.

ENVIRONMENTAL EDUCATION WORKSHOPS

WVGC shall approve an advance or allotment for the Workshop. For scheduling purposes, the date must be approved by WVGC. Districts may join together to hold these Workshops, or they can be sponsored by individual Districts. Frequency to be determined by Environmental Education Chairman and WVGC. WVGC Finance Committee Chairman must be notified of such workshops to budget and provide funding for the event. WVGC will maintain a reserve fund and a line item in its budget for such workshops. Corporate partners or funds may be sought for the Workshop. The Chairman of the Workshop must obtain written agreements for the facility, all speakers, tours, etc. All expenses of the State President or her representative attending shall be paid from the President's Travel Allotment and not from Workshop funds. The Chairman shall coordinate event with the NGC Environmental Education Chairman, since requirements often change, and place the Workshop on the NGC Calendar of events and in their publications. The Chairman shall prepare a Financial Report showing: Workshop date, meeting facility, chairman with contact information, number attending, and an itemized listing for all receipts and expenditures. The workshop's Treasurer shall make four copies of the Workshop Report. (1) A copy with all receipts and statements attached shall be sent to the State Treasurer within a month after the event. (2-3) two copies shall be sent to the State President who will forward one copy to the Chairman of the next Workshop. (4) One copy shall be sent to the Finance Committee Chairman and the original for the Committee Chairman's files. Any WVGC Executive Committee member may request a copy of the report from the State Treasurer. Any funds remaining or deficits at the end of the Workshop shall be noted in the report. Remaining funds shall be sent to the WVGC State Treasurer within two months after the event. These funds will remain in the Environmental Education Reserve Fund account for future use. Each Environmental Education Workshop Chairman should receive a copy of these procedures.

FLOWER SHOW SCHOOLS, SYMPOSIUMS OR SIMILAR EVENTS

All expenses of the State President or her representative attending shall be paid from President's Travel Allotment and not from Flower Show School/Symposium Funds. Written agreements should be obtained from instructors when arrangements are made. The proper NGC Committees should be notified by the Flower Show Schools Chairman. NGC should be provided with the proper information for their schedule of events and publications. The local chairman shall have a written agreement with the facility housing the school with rates for rooms being provided and lodging if required. Permission also for us to sell books or plants; to bring cookies or sweet rolls for a coffee break; and any other item the school wishes to explore. (A sample agreement may be obtained from the State Finance Committee Chairman). In view of the costs, the Chairman is cautioned about using instructors with high fees and travel expenses. The Flower Show Schools Chairman shall make four copies of the Show's Financial Report: (1) one copy with receipts and statements attached shall be sent to the State Treasurer within two months of the event. (2-3) Two copies shall be sent to the State President who will forward one copy to the Chairman of the next Flower Show School/Symposium. (4) One copy shall be sent to the Finance Committee Chairman. The original shall be in the Flower Show School/Symposium Chairman's files. For scheduling purposes and financial arrangements, WVGCI approval must be obtained in advance for each school. The Flower Show Schools/Symposium Chairman should receive a copy these procedures.

WILDFLOWER PILGRIMAGE

The WVGCI Wildflower Pilgrimage Chairman's expenses will be paid from the Pilgrimage account. All expenses of the State President or her representative may be paid from the President's Travel allotment. The

Pilgrimage provides lodging, registration fee, box lunches, and banquet ticket. The Wildflower Pilgrimage Chairman shall arrange for the Districts in WVGCI to serve in turn as the hostess group for the coffee hours and furnish door prizes and cookies. Should WVGCI funds be involved, the Wildflower Pilgrimage Chairman shall make four copies of her Financial Report: (1) one copy with receipts attached is sent to the State Treasurer on or before June 30th that year; (2-3) two copies shall be sent to the State president who will forward a copy to the Chairman of the next Pilgrimage; (4) One copy shall be sent to the State Finance Committee Chairman. The original shall be put in the Chairman's files.

HISTORICAL ARCHIVES

This collection includes historical documents of WCGCI, our Charter of Incorporation, early histories, original seals, handbook series, early correspondence, selective two-year summaries of administrations, anniversary publications, and summaries of past state presidents.

STATE OFFICERS

State President

1. The President of WVGCI is elected for a two-year term. The candidate for president must have served on the Executive Committee for 2 years and have a thorough knowledge of the aims and objectives of the state organization.\
- 2 . The President directs activities of the state federation as specified in the bylaws, in cooperation with members of the Executive Committee and Board of Directors.
3. The President is responsible for the official seal of the WVGCI and authorizes its use.
4. The President serves on the NGC and SAR Board of Directors and keeps informed on NGC/SAR policies and projects and disseminates such information to the state garden clubs The President is an ex-officio member of all committees except the Nominating Committee and works closely with the District Directors of the state.
5. The President should attend NGC Board and Annual Meeting, SAR Board and Annual Meetings, State Board and Annual Meetings, Fall District Meetings and state-sponsored schools and events when possible.

Duties to the State:

1. Leadership

- a. Develops goals and objectives for their term of office.
- b. May authorize special awards for their term of office.
- c. May develop a fund-raising project with Executive Committee approval.
- d. Provides input into the budget development process.
- e. Approves expense reports and authorizes non-budgeted payments.

2. Appointments

- a. As President-Elect presents a list of Chairs for all standing committees that are not designated by officer position to the Executive Committee for approval. (Audit Committee, Convention Committee, Finance Chairman, Nominating Committee, Scholarship Committee.)
- b. As President-Elect presents a candidate for Executive Secretary, Finance Chairman, and Parliamentarian to the Executive Committee for approval.
- c. The President-Elect should be familiar with duties of each committee and appoints chairs who are qualified to head such committees. The President/President-Elect may modify or create a new chair as appropriate for their term of office. The President keeps in close contact with committee chairs to advise and guide their actions and should be kept generally informed of their activities.
- d. The President-Elect presents the district's candidates for District Director for approval to the Executive Committee.

- e. Appoints three members to serve on the Auditing Committee, one of which must be a past WVGCI Treasurer, to audit the Treasurer's books of the previous administration.
- f. During the first year in office, the President shall appoint from rotating districts a State Nominating Committee composed of a chairman and four members, the chairman to be appointed from one of these districts.
- g. Recommends to the Executive Committee replacements of Officer, Chair or District Director positions when an officer/chair is unable to fulfill the duties.
- h. When requested, the President appoints a chairman and committee for Regional and National nominees.
- i. The President serves on all committees of WVGCI except for the Nominating Committee.

3. Meetings

- a. Makes arrangements, develops agenda and presides at all meetings of the WVGCI, including the Annual Meeting and those of the Executive Committee and Board of Directors.
- b. Works with state convention coordinator and state convention committee to set the time and place of the state conventions, approves all convention arrangements and coordinates the details of the annual meeting. Maintains rotating list of district assignments for convention.
- c. Presents awards at the Convention.

4. Communications

- a. Approves news of WVGCI to be sent to the *National Gardener*.
- b. Approves each issue of the *WV Garden News* and sends it to the publisher. The state President is responsible for seeing that the *WV Garden News* reflects the objectives of the state organization.
- c. Writes a letter to WVGCI members to be included in each Garden News.
- d. Communicates to Board Members, Club Presidents, and members information via email or mail.

5. Reports and Records

- a. Sends information and calendar of events to District Directors, Council and Club Presidents as soon as possible upon assuming office, and again the following spring.
- b. Prepares a packet containing information from Committee Chairmen, a Calendar of Events, District Responsibilities, Special Awards, and Scholarships to be presented to Club and Council Presidents at their fall District Meetings.
- c. Signs and issues charters to new clubs and welcomes them to the federation.
- d. Keeps up-to-date files of all correspondence and business relating to activities of WVGCI, dating all correspondence as it is received and with the assistance of the Executive Secretary.
- e. Keeps all records, files and notebooks and a working guide in order, and transfers to the successor within a reasonable length of time from the beginning of the new President's term.
- f. Furnishes the State Historian with a summary of accomplishments during the President's term of office.

Duties to Flower Show Schools and Symposiums, Environmental Studies Schools, Landscape Design Schools, and other state sponsored schools and events:

1. Promote the education of members either hosting in-state schools or encouraging members to attend schools in other states.
2. Assists state chairmen and local committees in setting date.
3. Sign applications for registering schools.
4. Sign student grade cards.
5. Attend schools and other sponsored events when possible.

Duties to Districts:

1. Disseminate information to District Directors for all club presidents at the Annual Meeting.
2. Attend the annual District Meetings in each district during the term of office.
3. Prepare speech for annual District Meetings.

4. See that one District is responsible for only one major state-sponsored event per year.
5. If a vacancy occurs in the office of District Director, the Assistant Director fills that position with the approval of the Executive Committee. If there is no Assistant Director, appoints a successor from the same district with the approval of the Executive Committee.

Duties to the South Atlantic Region

1. Serves on the Executive Committee of SAR.
2. Attend the SAR annual meeting and give the state's annual report.
3. Encourage state members' attendance at SAR meetings.
4. Invite the SAR Region Director to attend an annual convention of our state at least once during their administration.
5. Print the name and address of the director, information concerning the SAR theme, unified project, annual meetings, and other information that is of concern to the state membership in the state publication. Furnish SAR Historian with a history of state Achievements during the President's term as required.
6. Appoint up to 10 delegates to the SAR annual meeting and send the list to the SAR Credentials Chairman.
7. Send a roster to the Regional Director and Regional state Presidents.
8. Instruct Treasurer to pay Regional dues when due.
9. Be aware of the date of the Regional meeting at which West Virginia serves as hostess. Convention rotation (2024 SC; 2025 NC; 2026 WV; 2027 KY; 2028 VA) Inform the Executive Committee, secures location, and appoints a chairman well in advance. Issue the invitation to the Regional convention a year in advance when it is West Virginia's turn to host the meeting. Assist the Regional Director and SAR Convention Chairman in plans for the Regional meeting in our state.
10. Secure Regional Director every 10 years (rotation follows: 2019-2021 WV; 2021-2023 VA; 2023-2025 KY; 2025-2027 SC; 2027-2029 NC; 2029-2031 WV).

Duties to National Garden Club:

1. Send roster-giving dates when duties of officers are assumed and the duration of the term to the National President, National Corresponding Secretary, and the National Headquarters.
2. Send national chairman the name and mailing address of their state counterpart.
3. Attend the annual meeting and the fall board meeting of NGC.
4. Appoint delegates to the annual meeting and send the list to the National Credentials Chairman as requested.
5. Support projects and programs adopted by NGC.
6. If approved by the state Executive Committee, accept the turn as hostess for the National Convention or National Fall Board Meeting when approached by National Conventions Chairman.
7. Prepare the annual report of the state's activities, to be presented at the National Convention.
8. Prepare other reports on the state's activities as requested by NGC.
9. Furnish the National Historian with a history of the state's achievements during the term of office as requested.
10. Publicize and promote the *National Gardener*.
11. Instruct the Treasurer to pay National dues at the proper time. Late dues should be sent before the end of the fiscal year.

First Vice-President

The First Vice President is elected for a two-year term. The First Vice-President shall be familiar with the policies and projects of WVGCI and should be capable of assuming the office of President if the need should arise. The

First Vice- President is responsible for coordinating the work of the District Directors and works closely with the State President.

The Duties of the First Vice-President are:

1. Preside at the meetings in the absence of the President.
2. Assist the State President as needed.
3. Represent the President when requested.
4. Serve as District Director Coordinator and adviser.
5. Coordinate dates and hostess duties for state-sponsored events with District Directors.
6. Serve as a member of the Finance and Scholarship Committees.
7. Serve on Executive, Convention, Finance, and Scholarship Committees as an ex-officio member.

Second Vice President

1. The Second Vice-President is an elected for a two-year term. The Second Vice-President should be familiar with the policies and procedures of WVGCI and should assist the President as requested.
2. The Duties of the Second Vice-President are:
 - a. Represent WVGCI as requested by the President.
 - b. Preside at meetings in the absence of the President and First Vice-President.
 - c. Attend all Executive Committee meetings, Board of Director Meetings and Annual Meetings when possible.
 - d. Serve as the Award Chairman.
 - e. Serve on the Executive, Convention, Finance and Scholarship Committees as an ex-officio member.

Executive Secretary

The Executive Secretary is appointed by the President with the approval of the Executive Committee and serves a two-year term. Prerequisites for the position are dependability, discretion, accuracy, secretarial skills and knowledge of garden club policies and objectives. By working closely with the President, the Executive Secretary has knowledge of all phases of the state organization and is able to relieve the president of many details.

The duties of the Executive Secretary are:

1. Keep and have available the following:
 - a. Probation applications
 - b. Membership applications
 - c. Reinstatement applications
 - d. Financial Policies and Procedures Guidelines and forms
 - e. Charters
 - f. Supplies of official forms and stationary
 - g. Official State Directory
2. Keep up-to-date lists of Club and Council Presidents, old and new clubs, clubs on probation, and clubs disbanded and withdrawn from the federation. This report is presented to the Executive Committee and Board of Directors.
3. Prepare the official State Directory and send the Directory to all SAR State Presidents, SAR Director, NGC Officers and NGC Headquarters and others as requested by the State President.
4. Confer with the Assistant Treasurer to determine paid membership.
5. Send notices of meetings to the Executive Committee and Board of Directors.
6. Attend all Executive Committee, Board of Directors and Annual Meetings.
7. Determine if a quorum is present at Executive Committee and Board of Directors meetings, as instructed.

8. Receive officer and chairman's reports at each Board of Directors meeting and read the reports of those who are not present.
9. Serves on the Executive Committee as an ex-officio member.
10. New Clubs:
 - (a) Mail probation applications
 - (b) Check the WVGC directory for name duplication and approve their choice of names.
 - (c) Prepare the charter for the new club.

Recording Secretary

1. The Recording Secretary is an elected position and serves a 2-year term. The Recording Secretary should be familiar with the policies and procedures of WVGCI.
2. The Recording Secretary is responsible for keeping accurate records, past and present, of all WVGCI meetings. The Recording Secretary must be prompt, accurate, and have knowledge of garden club policies.
3. Duties of the Recording Secretary are:
 - a. Attend all Executive Committee, Board of Directors and Annual Meetings.
 - b. Record all business transactions at meetings, record all motions, and actions taken. Keep records of those attending the Executive Committee and Board of Directors meetings.
 - c. Reports on all action taken by the Executive Committee to the Board of Directors.
 - d. Keep a master list of all standing and special committees.
 - e. Send copies of minutes to the President and the committee appointed to approve the minutes within 30 days of meeting completion.
 - f. Copy the approved minutes, send copies to all officers and designated members of the Executive Committee. Copies will be sent to other members of the Board of Directors if requested.
 - g. The original reports of the state chairman are to be filed with the minutes and kept for two administrations.
 - h. Serves on the Executive Committee as an ex-officio member.

Treasurer

1. The Treasurer is an elected position and serves for a two-year term but may be elected to 2 consecutive terms. The Treasurer should have previous accounting or bookkeeping experience and be familiar with the use of computers.
2. The Treasurer is the legal custodian of all WVGCI funds which must be deposited in local banks and disbursed by the Treasurer, upon appropriate documentation.
3. The duties of the Treasurer are to:
 - a. Keep accurate records of all collections and disbursements.
 - b. Provide regular financial reports to the Finance Committee, the Executive Committee, and the Board of Directors.
 - c. Prepare an annual budget for approval by the Finance Committee, the Executive Committee, and the Board of Directors, and after approval, furnish a copy to the *WV Garden News* editor.
 - d. Invoices the districts for the president's fall district meeting travel expenses.
 - e. File all corporate state and federal tax returns and documents, in particular the 501c3 and state tax-exemption registers.
 - f. Provide all financial records to the WVGCI bi-annual audit committee and any outside auditor recommended by the audit committee.
 - g. Pay dues for each member to NGC.
 - h. Pay assessment to SAR.

- i. Advance appropriate allotments to Officers as requested.
- j. Keep the record of use by clubs, councils, or districts of the WVGCI liability insurance policy as approved by the President.
- k. Keep the record of use by clubs, councils, or districts of the WVGCI tax-exempt number for grant, scholarship or award applications as approved by the President.
- l. Invoice and collect from state awards donors, prepare awards checks and funding as directed by the Second Vice President and President, and send scholarship checks to winners with the payee the college or university as directed by the Scholarship Committee Chair.
- m. Purchase, as appropriate, National Life memberships and state and national pins for incoming and outgoing presidents by November of even years. The Treasurer is responsible for having the President's pin engraved.
- n. Serves on the Executive, Finance, and the Scholarship Committees as an ex-officio member.

Assistant Treasurer

1. The Assistant Treasurer is an elected position and serves a two-year term. The Assistant Treasurer is bonded and should have had experience in bookkeeping and handling finances and is familiar with the use of computers.
2. The duties of the Assistant Treasurer are:
 - a) Receive all dues, assessments, and mailing lists of members from clubs, keeping a record of the same.
 - i. Deposit receipts in the bank.
 - ii. Keep up-to-date records of the status of dues and assessments of all clubs, notify the Treasurer and Circulation Manager of the *WV Garden News*.
 - iii. Remit dues and assessments to the State Treasurer and send a copy of the mailing list of club members to the circulation manager of the WV Garden News, retaining a copy for the files.
 - iv. Send a reminder of the dues and/or assessments that are unpaid.
 - b) Maintain the list of members, addresses and email address for all members. Work with the *WV Garden News* Editor to coordinate sending the mailing list to the WV Garden News publishing company.
 - c) Create a dues packet that includes a Club Membership Summary Sheet and a list of all members; these packets go in the annual President's Packet at the state convention.
 - d) Deposit receipts from the WV State Convention.
 - e) The Assistant Treasurer will have signature authority to all bank accounts and in the absence of the treasurer will act on their behalf.
 - f) Serves on the Finance Committee, Executive Committee, and Convention Committee as an ex-officio member.
 - (g) Serve as circulation manager of the *WV Garden News*.
 - (h) Serve as state convention treasurer.

Finance Chair

1. The Finance Chair is appointed by the President with the approval of the Executive Committee and serves a two-year term. The Finance Chair must have served on the Executive Committee of WVGCI.
2. The duties are to:
 - a. Attends all meetings of the Executive Committee and the Board of Directors.
 - b. Chair all Finance Committee meetings. Assigns a member to take minutes of meetings and distributes minutes to all attendees.
 - c. Call all Finance Committee meetings and prepare, in consultation with the President and the Treasurer, the agendas for the committee meetings.
 - d. Present the recommendations of the Finance Committee to the next Executive Committee for review and approval.

- e. Review the proposed WVGCI Budget and monitor the current budget.
- f. Receive and review all requests for non-budgeted requests for payments before Finance Committee meetings.
- g. Receive and distribute as necessary any financial reports from WVGCI Special Events Chairs.

Finance Committee

1. The designated voting members of the Finance Committee are:
 - a. Finance Committee Chair
 - b. The Immediate Past President or, if not available, any Past President with an interest in finance who may be appointed by the President.
 - c. A Past Treasurer who will be appointed by the President after consultation with the Finance Chair
 - d. The President, the First Vice President, the Second Vice President, the Treasurer, and the Assistant Treasurer are members *ex officio*.
2. Non-voting members of the Finance Committee are:
 - a. A former chair or member of the committee who may be named as a consultant.
3. Meetings of the Committee are called by the Chair who will also provide the meeting agenda. Meetings are generally held before the meetings of the Executive Committee but additional meetings may be called as the Chair finds it necessary.

Parliamentarian

1. The Parliamentarian is appointed by the President with the approval of the Executive Committee and serves a 2-year term.
2. Attends all meetings of the Executive Committee, Board of Directors, and Annual Meetings when possible.
3. Serves as Chairman of the Bylaws Committee.
4. Advise the President on WVGCI Bylaws in accordance with *Robert's Rules of Order, Revised* when requested.
5. Keep a current record of all Bylaw changes during the term and coordinates publishing revised bylaws on website with the Web Master.

ADVISORS

Past President's Advisory Council (PPAC) Chairman

1. The immediate Past WVGCI President serves as the Chairman of the Past President's Advisory Council.
2. Works in an advisory capacity with the State President.
3. Serves on the Executive Committee as an ex-officio member.

COMMITTEE CHAIRMEN

Duties:

1. CHAIRMEN, CO-CHAIRMEN, AND ADVISORS ARE EXPECTED TO ATTEND ALL BOARD OF DIRECTORS AND ANNUAL MEETINGS.
2. Maintain a file of all material received from NGC and state organizations, and other relevant

correspondence. Chairmen must deliver the files without delay to their successors after the annual meeting, taking time to discuss and explain any matters, which need clarification.

3. Answer all correspondence promptly, encouraging activity in that particular field.
4. Prepare a report in triplicate of the activities of their chairmanship for each Board of Directors meeting, keeping copies for the files.
5. Notify the President well in advance of items to be placed on the agenda. This includes any personal or temporary awards for Executive Committee approval.
6. Keep the President informed of activities pertaining to the chairmanship.

Arboriculture Chairman

The Arboriculture Chairman is the promoter for planting trees and shrubs throughout West Virginia, in the effort to educate the membership and the general public to the value of reforestation which will help ensure a clean, healthy environment, study types of trees and shrubs appropriate for different soils and environments, and study diseases and insects affecting those plants.

Duties:

1. Stimulate interest in the environmental advantages of planting trees and shrubs and promote Arbor Day observances.
2. Have available a list of source material on trees and shrubs, their culture, suitability, and adaptability for different areas.
3. Involve the community youth in tree-planting projects.
4. Encourage clubs to have tree and shrub sales.
5. Encourage the active participation of members in city, county and state legislation affecting the planting and/or cutting trees on such properties.
6. Prepare helpful articles for the *WV Garden News*.

Audit Committee

An Audit Committee of three members, one of which must be a past WVGCI treasurer, is appointed by the president at the first board meeting. This committee will audit the treasurer's books of the preceding administration and report to the Executive Committee at the first Fall Board Meeting of the next term.

Awards Chair

1. The Second Vice President serves at the Awards Chair.
2. The Awards Chair appoints with presidential approval the Awards Committee members. The committee will include the Flower Show Evaluations Chair and Youth Awards Chair. The committee will include 2 members with prior experience on the committee. The Awards chair will appoint four additional members to the committee. The committee is appointed in the summer of odd numbered years.
3. The Award Committee in addition to selecting award winners will make recommendations to the Executive Committee on changes to the award program.
4. The goals of the WVGCI Awards Program are:
 - a. to recognize outstanding contributions of our Garden Clubs
 - b. to encourage participation
 - c. to share ideas
 - d. to promote applications to SAR and NGC

Duties:

1. Verify that existing award donors wish to continue sponsorship of the award by August 1. Send a list of donor commitments to the Treasurer by Sept 1.

2. When the previous donor no longer sponsors an award, offers the award sponsorship to individuals, clubs, councils, or districts. If a donor is not identified, makes recommendation to the Executive Committee to terminate the award or for WVGCI to sponsor the award.
3. Reviews and modifies the list of awards, rules, application, and judging criteria as needed and publishes in the *WV Garden News* in odd numbered years and on the WVGCI website by Sept 1.
4. Sets a deadline for award submission.
5. Schedules the date, time, and place of the Award Committee review meeting.
6. Coordinates the use of the embosser with the President.
7. Receives award submissions, reviews for compliance, and notifies clubs that their submission was received.
8. Facilitates the award committee review meeting, ensures winners are documented and appropriate feedback is given on all applications.
9. Submits winning WVGCI award applications to corresponding/appropriate SAR and NGC awards.
10. Submits any direct application for SAR and NGC awards. Youth Awards Chairman should send these to SAR and NGC.
11. Send the Treasurer the list of award winners and amounts inclusive of Youth Awards no later than January 10th of each year.
12. Check inventory of award certificates.
13. Print Award Certificates.
14. Develop plan for Award Ceremony with President and State Convention Committee.
15. Leads the Award Ceremony.
16. Publish the list of award winners in the Summer *WV Garden News* and on the WVGCI website.
17. Send a copy of the winners to the Secretary for inclusion in her records.

Birds and Wildflowers Chairman

Duties:

1. Prepare helpful material for use by garden clubs in presenting programs on birds and wildflowers. Such material may contain suggestions for talks, stories, songs, bird feeders, houses, methods for attracting birds, reference, and resource materials for developing an interest in birds and wildflowers.
2. Visit garden clubs and present illustrated talks whenever possible.
3. Give advice and make suggestions to members interested in the promotion of specific work with birds, plants, etc.
4. When requested, supply material on “*How to Make Your Town a Bird Sanctuary*”, with sample ordinances and necessary procedures.
5. Prepare a flier at least once during each administration to be included in the annual President’s Packet.

Blue/Gold Star Memorial Highway/Operation Wildflower/ Roadside Development Chairman

- A. Blue star Memorial Highways
- B. Operation Wildflower
- C. Other Roadside Development projects.

The Blue Star Memorial Highway project honors all men and women who have or will have served in the Armed Forces of this nation. This is a NGC project of creating living memorial plantings along the highways. This Chairman’s responsibility is to serve as liaison between the State Department of Highways and garden clubs seeking roadside beautification projects, Blue Star Memorial Highway Markers, or Operation Wildflower highway plantings, the later by representing WVGCI by sitting on the West Virginia Operation Wildflower Committee with the Department of Natural Resources.

Duties:

1. Suggest roadside park development projects, roadside landscaping, and beautification of entrances to communities. Urge use of native plant material. Encourage club and council activity in these fields.
2. Keep informed of legislation pertaining to roadside development, improvement, and beautification.
3. Be informed of NGC Operation Wildflower project and have information available if clubs wish it.
4. Promote and assist in the establishment of Blue Star Memorial Highways.
 - (a) Have information available from NGC for the price of the markers, suggested landscape plans, and other information needed when establishing a Blue Star Memorial Highway.
 - (b) Assist garden Clubs in petitioning the West Virginia State Legislature to designate a section of highway as a segment of the Blue Star Memorial Highway system.

Campership Chairman

The Campership Chairman has charge of camperships offered by WVGCI, such as the West Virginia State Conservation Camp at Camp Caesar or DEP Junior Conservation Camp.

Duties:

1. Receive contributions for full or partial conservation camperships.
 - (a) Acknowledge promptly receipt of contributions and notify the club whether camper has been admitted.
 - (b) Forward fees to the designated camp.
2. Encourage clubs to support and contribute to conservation camperships.
3. Reply promptly to all correspondence.
4. Prepare articles for the *WV Garden News*, giving a list of camps, costs, locations, and requirements.
5. Prepare a flier for the annual President's Packets.

Charitable Giving Chair

Charitable Giving has responsibility for soliciting and accepting donations for:

1. The Nature Conservancy in West Virginia
2. West Virginia Land Trust
3. NGC Natural Disasters
4. WVGCI Natural Disasters Fund

The Nature Conservancy in West Virginia focuses on land conservation, climate change, energy development and forest health. The Nature Conservancy has protected more than 125,000 acres of critical natural lands in West Virginia. Donations have helped fund projects such as the trail enhancements at the Brush Creek Preserve and red spruce restoration in the Monongahela National Forest. Donations will be used to fund projects in West Virginia.

West Virginia Land Trust is a statewide nonprofit dedicated to protecting West Virginia's natural lands, scenic areas, water quality, and recreational access. Since 1994, the organization has permanently protected nearly 20,000 acres of land statewide. Donations will be used to support new land protection projects, open new public access to properties, safeguard drinking water supplies, protect scenic views, and preserve historic sites and family farms.

The Natural Disaster USA Grant Fund is a program of National Garden Club which receives monetary contributions from states, clubs and individuals for the purpose of assisting local and state clubs with their garden-related restoration efforts and for restoration of natural areas devastated by weather or disasters such as fires and floods. The NGC program, World Gardening, was merged with and renamed Natural Disasters. Local or state clubs can request up to \$5000 for a restoration project from this fund.

West Virginia Natural Disasters Fund is a program of West Virginia Garden Club, Inc. This disaster fund is available to any WV club or district working on a recovery project to help replant, restore and beautify a public area that has been damaged or destroyed by a natural disaster. Donations to this restricted budget line item exemplify WV Garden Clubs helping each other.

Duties:

1. Prepare an informational flier for inclusion in the Presidents' Packets.
2. Receive all project contributions and compile an accurate list of contributors and the amounts received.
3. Send contributions to the State Treasurer who forwards the monies to the appropriate fund.
4. Prepare articles about the programs for the *WV Garden News* and annually prepare a list of the contributions for publication.
5. Assist clubs in applying for grants from the Natural Disaster USA Grant Fund or from the West Virginia Natural Disasters fund.
6. Prepare a written report for the Board of Directors meeting.

Civic Development and Litter Control Chairman

Duties:

1. Work closely with the chairman of conservation, legislation, roadside development, landscape design, and youth activities to assist with civic improvement through long range planning for individual and united community efforts.
2. Encourage the use of native plants, their preservation and maintenance; wise use of tax dollars and resources; intelligent development of open spaces through programs in litter control, beautification, and land-water-air use planning.
3. Provide pertinent literature and resources material and sources of supply, such as the State Department of Natural Resources, West Virginia University, State Department of Agriculture, etc.
4. Write articles for *Garden News* as requested. Conduct workshops, present programs, publicize worthy projects and obtain annual reports on civic development and litter control as requested by the State President.
5. Urge clubs to appoint a civic development and litter control chairman to facilitate cleanup, recycling, and reclamation projects.

Convention Chairman

1. Coordinates with the State President on establishing convention location, date, theme, etc.
2. Works with the facility to define contract terms, convention requirements, meals etc.
3. Coordinate the work of the Districts to insure a cohesive convention.
4. Works with the State President and State Treasurer to establish the convention Budget.
5. Responsible for printing Convention Program, Memorial Program, and Installation Program and recognizing all sponsors to the convention.
6. Establishes a meeting schedule and overall timeline for all assignments.

District Convention Responsibilities

The intent of the Convention is to provide members with an affordable experience that celebrates gardening, recognizes the work of our garden clubs, provide opportunities to meet fellow members, education and conduct the business of WVGCI. The convention's goal is to cover expenses and will not be used as a money-making activity.

Each district will have one person assigned by the District Director (may be District Director) as their representative on the Convention Committee. The representative or an alternate should plan to attend all

convention planning meetings and the convention. To reduce expense some meetings may be internet-based video conferences. Expenses for attending meetings will not be covered by the convention. Districts should consider covering these expenses.

Each district will be responsible for one area of the convention on a rotating basis.

1. **Workshops** – Each convention should have 4 afternoon workshops that are 45 minutes long, one of which preferably has a hands-on component. A small fee may be charged to cover material and speaker expenses. Fees should be approved by the Convention Chairman and collected as part of the registration fees.
2. **Door Prizes** – 30 door prizes, wrapped or placed in gift bags, will be provided for the convention. These should be new items and in the price range of \$10. Door prizes are donated by the district in charge of this Convention item.
3. **Vendors** – Arrange for 4-5 vendors to bring items to sell to the convention. An area and display tables will be provided. The category of items must be approved by the Convention Chair/Facility. Fee for table or area for vendor will be determined by the Convention Committee.
4. **Registration** – Will include developing the signup package in time for publication in the January Garden News, collecting all registration information on a spreadsheet, creating name tags, distributing meal tickets, and working the registration desk. The district is asked to provide Name Tags. They will work with the State Assistant Treasurer to develop a process to deposit funds into WVGCI accounts.
5. **Program Speaker** – Will include identifying and contracting with a speaker for the luncheon, the speaker will be a 20 – 30-minute engagement. The cost of the speaker will be paid for from convention funds.
6. **Boutique** – Will collect gently used items such as purses, scarves, jewelry for sale during the convention, will provide a volunteer to man the boutique. Proceeds from the boutique will go to the Convention.
7. **Table Arrangements** - Will include 1 arrangement per table to be used for all meals and then sold at the end of the convention. Cost for the table arrangements will be paid for from convention funds, proceeds from the sale of the arrangements will go to the convention.
8. **Wildflower Pilgrimage** - The district will provide 50 dozen cookies and 50 door prizes for the Wildflower Pilgrimage and volunteers to help distribute the cookies and door prizes.

To help with the simplification of the Convention process there will be no favors at meals or registration gift bags.

District Director Coordinator

The District Director Coordinator duties are filled by the Vice President. This officer coordinates the duties of the District Directors with that of the state organization and is the link in communication with the directors and the State President. The First Vice President, as Coordinator, chairs the semi-annual meeting of the District Directors at the Board of Directors Meetings, and advises the director(s) when the need arises.

Environmental Chairman

The Environmental Chairman is responsible for promoting a conservation program in the state.

Duties:

1. Coordinate conservation activities of garden clubs with those of NGC, conservation groups, and other agencies.
2. Prepare articles of general interest on conservation topics for the *Garden News* as requested.
3. Inform clubs or their chairmen in ways that may protect forests, wildflowers, and endangered species, conserve natural resources and energy, and promote litter control and recycling.
4. Supply clubs with program material sources
5. Keep in touch with state and national groups so new resource developments may be available to all

members.

6. Develop conservation education programs and make them available to garden clubs.
7. Develop environmental education programs and make them available to garden clubs.

Environmental Studies' School Chairman/Credentials

Duties:

1. Keep the Regional Environmental Chairman informed of all activities and respond to requests for State, Regional or other reports.
2. Maintain and forward records of the Environmental Consultants and Interns in the state to appropriate National chairmen.
3. Upon notification that an Intern has completed necessary training, forward an Environmental Consultant's card to the Intern.
4. Serve as the chairman or adviser for environmental workshops/conferences in the state.
5. Upon request from the state, district, or club, coordinate the date, place, speaker(s) and other necessary arrangements for the workshop/conference.
6. For a state sponsored workshop/conference, obtain Executive Committee approval and help secure the necessary funding.
7. Send a complete financial report, along with receipts, according to the Financial Policies and Procedures Guidelines, for any state workshop/conference held.
8. See that all standard workshop/conferences are approved by the NGC chairman.

Environmental Consultants' Council Chairman

The Environmental Consultants Council Chairman is the elected president of the Environmental Consultants' Council. The Chairman serves as a member of the WVGCI Board of Directors by merit of the elected office and is the liaison between consultants and WVGCI.

Flower Show Evaluations Chairmanship

The State Flower Show Evaluations Chairman, a nationally accredited Flower Show Judge, appoints a panel of nationally accredited Flower Show Judges to evaluate all Standard Flower Shows in the state, which apply for national and/or state awards. Awards are based on outstanding achievement in Horticulture, Design, and Special Exhibit Divisions. NGC has established point-scoring sheets evaluating Standard Flower Shows, which are published in the latest edition of the *Handbook for Flower Shows*.

Duties:

1. Appoint a qualified committee to evaluate all shows applying for state or national awards as requested.
2. Send application forms and instructions to clubs applying for flower show evaluation.
3. Arrange for a panel to evaluate each show and notify the show chairman of names of judges' panel members selected. An Evaluation Panel consists of three nationally accredited Flower Show Judges. Travel expenses may be paid by the show sponsor.
4. Instruct judges' panel in the proper procedure. (Panel members may serve as judges of the show).
 - (a) The report of the show must be received by the State Evaluations Chairman within three weeks of the show date.
 - (b) All of the Evaluation Form must be completed.
5. Keep records of the Evaluation Forms of all shows until the end of the awards year, and then send copies to the State Awards Committee.
6. Serve as a member of the State Awards Committee.
7. Answer all mail promptly. Keep a file and records of information, materials and correspondence

concerning this chairmanship.

Flower Show Schedules Chairman

The State Flower Show Schedules Chairman, a nationally accredited Flower Show Judge, is responsible for helping clubs improve flower shows. NGC has established minimum requirements, which must be met before a flower show may be considered Standard. WVGCI has additional requirements.

Duties:

1. Check flower show schedules to see that all requirements are met. Standard Flower Show schedules must meet final approval a minimum of ninety days prior to the date of the show.
2. Answer mail promptly, offering suggestions for schedule improvements, and continue correspondence until all concerns are completely resolved.
3. Return approved and signed schedule promptly.
4. Include with the approval schedule a list of state judges who need judging credits.
5. Encourage and assist clubs in sponsoring and planning Standard Flower Shows.
6. Keep a file of schedules, information, and correspondence.

Flower Show Schools Chairman

The State Flower Show Schools Chairman, a nationally accredited Flower Show School Judge, is responsible for the Flower Show Schools program. She directs management and operation of all Flower Show Schools and Symposiums. A complete outline of her duties and responsibilities in conducting Flower Show Schools is given in the *most recent edition* of NGC's *Handbook for Flower Shows*. She should keep up to date on all the latest information, changes, and trends in her chairmanship by reading books, and the *National Gardener* magazines, attending symposiums, floral design lectures and workshops.

Duties:

1. Keep complete records of all state flower shows and symposiums.
2. Plan Flower Show Schools and Symposiums in accordance with NGC's rules and requirements. Submit plans and date to the State President for Executive Committee approval.
3. Select and invite qualified instructors. Make arrangements for registration of the school; collect fees and arrange for payment of expenses; advise the local chairman on the conduct of the school; see that the course is properly accredited; and order all necessary forms for operation of this chairmanship from NGC Member Services. It is recommended this chairman attend all Flower Show Schools and Symposiums.
4. Send the official financial form to the local Flower Show School Chairman, to be completed and returned to the state Flower Show Schools chairman for approval. One copy of the report, with ALL receipts attached, is mailed to the State Treasurer, one copy to the State President, one copy to the State Finance Chairman, and one copy retained for this chairman's files.
5. Send application forms and course outlines to the NGC Headquarters for judges who wish to become instructors.
6. Publish detailed information on Flower Show Schools and Symposiums in the *National Gardener* and *Garden News* well in advance of the date planned, listing required reading for the event in the *Garden News* with the announcement.
7. Send an announcement of the Flower Show School or Symposium to the State Publicity Chairman in adequate time to have it published in newspapers around the state.
8. Send Flower Show Schools and Symposiums records of students' grades and a roster as soon as possible to the State Judges' Credentials Chairman.
9. Obtain a signed contract from an official representative of the meeting facility. Copies of the agreement form are found in the Financial Policies and Procedures Guidelines.

10. See that Flower Show Schools are moved to Districts in rotation, giving each District its turn as hostess.

Garden News Chairman

This Chairman serves as editor of the state garden club publication, the *Garden News*. Other staff members include the circulation manager and the advertising manager, all appointed by the State President in consultation with the editor.

The purpose of the state publication is to inform members regarding horticulture, environmental issues, flower arranging, and other gardening projects, which may encourage them to become well-informed gardeners and garden club members. The publication provides communication to each garden club member from the State President and board members. It also keeps the members informed of all garden club activities on a National, Regional, State and District level.

Copies are mailed to WVGCI members and subscribers. To further public relations, complimentary copies are sent to NGC officers, state presidents within SAR, WVGC affiliate members, and advertisers. All monies received from ads published in the *Garden News* are used to help offset the costs of printing and mailing the publication.

The cover design is selected by the editor in consultation with the State President and should reflect WVGCI projects or related garden club interest.

All copy for the *Garden News* is sent to the editor, plus a copy to the State President. Copy must be clean, neat, legible, and brief, in order that many informative articles may be included in each issue. Articles must be received by issue deadlines published in the *Garden News*.

WV GARDEN NEWS

This is a guide for what should appear in each issue. The President has the final say on what goes into the Garden News. No content should appear in *WV Garden News* without the President's approval.; the final mockup must be sent for review to the President at least 10 days before the publishing date. President and Treasurer review the contract and sign. Must adhere to publishing guidelines so items appear in a timely fashion. Also send a copy of the magazine in PDF format to the webmaster and Face book page chair.

Fall issue (within 1 month after Fall Board Meeting)

32 pg. with color cover

WVGCI Awards rules and applications; SAR and NCG award rules and applications

Finance report (*which ended June 30th)

List of clubs and Presidents

Calendar

Winter issue (within 1 month after Christmas)

28 pg. with color cover

District Meeting reports

Convention calls for WVGCI, SAR, and NCG; schedule plus registration form

Invitation to Wildflower Pilgrimage

List of Flower Show Judges, Landscape design and Environmental Consultants

Calendar

Summer Issue ((within 1 month after State Convention)

28 pg. with color cover

Award winner list for both WVGCI and SAR

Report of all recommendations approved at annual business meeting

Next year's budget
Calendar

Garden Therapy Chairman

The responsibility of the Garden Therapy Chairman is to aid clubs in finding satisfactory and satisfying garden therapy projects and helps them with constructive suggestions to attain their goals.

Duties:

1. Encourage each District Director to appoint a District Garden Therapy Chairman to work with club chairman to create more interest in garden therapy.
2. Urge club presidents to be most careful in selection of garden therapy chairman. It is essential to have people who are not only keenly interested in, but also sympathetic to, the problems of others.
3. Encourage clubs to have garden therapy projects. Individuals chosen to benefit from garden therapy (handicapped, ill, exceptional children, elderly, and institutional, etc.) should be encouraged in some form of gardening, growing, and caring for plants, flowers, birds, etc.
4. Compile and distribute helpful material to all garden therapy chairmen, particularly through the annual President's Packets, and obtain all possible material from the National Garden Therapy Chairman for distribution to club chairmen.
5. Visit as many clubs and district meetings as possible, giving talks and workshops, if invited.
6. Send a complete report of work in the state to the National chairman as requested, including any material, which would be helpful to other clubs.

Historian

Duties:

1. Serve as custodian of the history and historical archives WVGC.
2. Secure from the President the history of noteworthy achievements of the administration and forward necessary copies to the National and Regional Historians, as designated, and retain necessary copies for the state records.
3. Serve on bylaws/handbook revision committee.

Historic Preservation/Memorial Garden Chairman

Duties:

1. Promote interest in and creation of new memorial gardens and plantings.
2. Encourage clubs to locate historical areas of significance in their communities and plan for their restoration or landscaping.
3. Encourage clubs to enter any outstanding project for an award.
4. Report memorial gardens and historic preservation projects to the appropriate National Chairman.

Horticulture Chairman

The Horticulture Chairman is the "*gardening promoter*" for the state organization and is responsible for arousing and maintaining among our membership a keen interest in gardening. Since gardening identifies our organization and sets it apart from others, the Horticulture Chairman must always inspire members to active personal participation in "*growing*." In order to influence others, this chairman must be personally involved in "*dirt gardening*" and share experiences with members. She should study books, brochures, and magazine articles on gardening; consult qualified nurserymen, county agriculture extension agents and fellow gardeners to learn of their experience with various plants.

Duties:

1. Prepare timely and helpful articles for the *WV Garden News* when requested.

2. Stimulate interest in horticulture achievements, knowledge and care of native plants, environmental considerations, and worthy new plants.
3. Urge clubs to grow plants from seeds and cuttings for plant sales and projects.
4. Supply a set of programs for each month of the year upon request. Brochures and pamphlets are available from county extension agents and will give chairmen many ideas.
5. Encourage growing and exhibiting of newer and improved specimens. Study seed, bulb, and plant catalogs to learn plants being offered.
6. Supply a list of suggested readings when requested.
7. Stress to clubs the value of studying articles in the *National Gardener* and *WV Garden News*.

Judges Council Chairman

The Judges Council Chairman is the elected president of the State Judges Council organization. The Chairman serves as a member of the WVGCI Board of Directors by merit of the elected office and is the liaison between judges and the WVGCI.

Judges Credentials Chairman

The State Judges Credential Chairman is responsible for all records and credentials of State Flower Show Judges and Student Judges. This Chairman is a nationally accredited Flower Show Judge and familiar with NGC requirements and procedures.

Duties:

1. Serve as liaison between judges and NGC.
2. Check all applications for judging and refresher certificates, sending approved applications signed by the State President and Judges Credentials Chairman, to NGC headquarters.
3. Distribute certificates to judges as soon as they are received from NGC.
4. Check all applications to attend refresher or audit courses and send written approval.
5. Send applications for extensions to the NGC Flower Show Schools Chairman when requested.
6. Notify judges whose certificates have lapsed.
7. Keep a record of certification and current standing of all State Flower Show Judges.
8. Arrange for reading examinations to be given on the dates set by NGC.
9. Supply current credentials lists of nationally accredited Flower Show Judges and Student Judges, with expiration dates, to the *WV Garden News* for publication.
10. Work closely with the State Flower Show Schools Chairman to keep records of judges and students current.
11. Send a list of judges needing judging credits to the State Flower Show Schedules Chairman.

Land Trust/The Nature Conservancy Chairman

Begun as a Bicentennial project in 1976, The American Land Trust was formed to select and preserve at least one ecologically important area in each of the 50 states. In West Virginia, Hungry Beech Preserve was chosen as the 1975-1976 project, and the project was completed in 1981, with total donations of nearly \$7,400 given.

The West Virginia Land Trust is a statewide nonprofit dedicated to protecting West Virginia's natural lands, scenic areas, water quality, and recreational access forever. Since 1994, this organization has permanently protected nearly 20,000 acres of land statewide. The WVLT has offices in Charleston and Morgantown, WV.

Donations help support:

- Identifying new land protection projects

- Opening new public access on preserved properties
- Fostering management and development
- Promoting youth engagement and volunteer programs
- Developing education and outreach

Duties:

1. Select The Nature Conservancy project for promotion, after consulting with the State President and Director of West Virginia Office of The Nature Conservancy.
2. Presents the project to the Executive Committee for approval.
3. Prepares fliers for inclusion in the Presidents' Packets.
4. Receives all project contributions and compiles an accurate list of contributors and the amount received.
5. Sends contributions to the State Treasurer, who forwards monies to the West Virginia Nature Conservancy.
6. Writes articles for the *WV Garden News* when requested.
7. Presents a report at the Board of Directors meetings.
8. Gives programs when requested promoting The Nature Conservancy project.

Landscape Design Consultant's Chairman

The Landscape Design Consultant's Council Chairman is the elected president of the Landscape Design Consultant's Council. The Chairman serves as a member of the WVGCI Board of Directors by merit of the elected office and is the liaison between consultants and WCGCI.

Landscape Design School Chairman/Credentials

This Chairman is responsible for educating garden club members to recognize good landscape architectural practices and to serve as guardians and critics of outdoor beauty and design. This is achieved through sponsorship of, and attendance at, four Landscape Design Schools. A Landscape Design Consultant's Certificate is awarded upon successful completion of the four courses.

Duties:

1. Serve as liaison between the Landscape Design Consultants Council and WVGCI.
2. Serve as chairman of the Landscape Design School series, which has been approved by the Board of Directors. Set dates with the approval of the State President.
3. Encourage community and home projects, promote competition and awards for good design.
4. Emphasize the importance of consultation with landscape architects and/or critics for all landscaping projects.
5. Keep updated lists of program material available for garden club use and disseminate information through workshops, talks, and *WV Garden News* articles.

Life Membership Chairman

Individual members of garden clubs may become life members of WVGCI upon the onetime payment of \$50.00 to the State Treasurer and the filing of an application with the State Life Membership Chairman or, if they already are life members you may become a Diamond Life Member for a \$75 donation and includes the pin.

Persons and organizations not affiliated with WVGCI may be honored with life memberships in the same manner. The interest on this scholarship fund provides scholarships for students in West Virginia in the fields of conservation, landscape design, horticulture and allied subjects, and environmental protection, and is used for no other purpose. The fund is self-sustaining.

Duties:

Receives applications for life memberships from members and other interested persons.

1. Keeps a correct list of life members and contributors with addresses in numerical order.
2. Sends a list of new life members annually to the *WV Garden News* editor for publication in the post-convention issue.
3. Forwards dues and contributions to the State Treasurer for deposit in the Life Membership Scholarship Fund.
4. Updates the life membership list annually and reports the new life member applications to the Executive Committee prior to the Annual Meeting.
5. Accepts applications for NGC Life Memberships. The applications and payments will be processed and sent to the NGC Life Membership Chairman.
6. Arranges with the State President to recognize the State and National Life Members at the Annual Meeting.
7. Makes a report at the Annual Meeting.
8. Encourages club members to become life members by placing articles and life member application forms in the *WV Garden News* whenever possible. Places flier in the President's Packets annually when requested.

Membership Chairman Duties

1. Promotes membership using tools and guidelines set forth by the corresponding NGC Chairman.
2. Promotes special recognition of outstanding garden club members within the state.
3. Prepares a flier for the President's Packets. Presents a report at the Board of Directors Meetings.

Natural Disasters (World Gardening) Chairman

The Natural Disaster USA Fund was established by National Garden Club in 1997 to receive monetary contributions from states, clubs, and individuals for the purpose of assisting local and state clubs with their garden-related restoration efforts. This fund has helped to replant parks, municipal gardens, and other garden related sites due to natural disasters caused by floods, hurricanes, earthquakes, tornadoes, ice storms and wildfires. The NGC program, World Gardening, was merged with and renamed Natural Disasters. Grants of up to \$5000 per project may be awarded in a fiscal year to local or state clubs from The Natural Disaster USA Fund. Garden clubs may apply for funds to help replant, restore, and beautify a public area that has been destroyed by a natural disaster. Information on these grants can be found on the NGC website or by contacting the state chair.

The Natural Disaster USA Fund is supported solely by the donations of garden club members and has extended a helping hand by awarding grants to fellow garden clubs across the country.

Duties:

1. Assist the State President in screening projects for the approval of the Executive Committee before convention.
2. Prepare and mail Natural Disaster USA Fund information to club presidents.
3. Receive all Natural Disaster USA Fund contributions from clubs and individual donors.
 - (a) Keep records of receipts. Send contributions to the State Treasurer.
 - (b) Upon request, make reports and contributions to Regional and National Chairman.
4. Promote Natural Disaster USA Fund programs as requested by the State President.
5. Prepare Natural Disaster USA Fund exhibits at convention when requested.
6. Collect information, news clippings and pictures for record keeping and exhibits.
7. Make a complete report at the Annual Meeting of the WVGC.

Publicity Chairman

The Publicity Chairman's responsibility is to encourage public interest in garden club activities and objectives and in form club members and the public of programs and projects of the NGC and the WVGCI.

Duties:

1. Work closely with the State President to prepare and send promptly news releases concerning work of the WVGCI to the state wire service and newspapers. News releases should cover National, Regional and State meetings, workshops, schools, and projects.
2. Keep a notebook of releases and give to the successor.
3. Make a copy of publicity releases for the State President.
4. Maintain cooperative relations with the press.

Scholarship Chairman

The WVGCI objectives include "*educational purposes conducive to the well-being of the community and useful to the public*". To protect the non-profit status of the Corporation, all its activities must be organized exclusively for charitable, scientific, and educational purposes.

Educational scholarships are an important part of this purpose, and the bylaws provide for scholarships using interest from the Life Member Scholarship Fund for such. Other scholarships from time to time may be established by individuals and other sources, with the approval of the Executive Committee. Scholarships will provide funds for students in the fields of conservation, landscape design, horticulture, and allied subjects and in the field of environmental protection.

This chairman is responsible for all scholarship activities on behalf of the state organization with accredited colleges and universities within West Virginia.

Duties:

1. Provides copies of WVGCI funded, and any individually funded academic scholarship requirements, and application forms, to the schools, which offer acceptable programs. The chairman also provides applications to students upon request.
2. Call an annual meeting of the Scholarship Committee consisting of a former Scholarship Chairman, the State Treasurer, First Vice President, Historian, and Scholarship Adviser.
 - (a) The Committee will review all applications for scholarships.
 - (b) Consult with the Finance Chairman to ensure that appropriate funding is available.
 - (c) Make recommendations for scholarship recipients to the Executive Committee prior to the Annual Meeting.
3. After Executive Committee approval of the scholarship application, the Chairman will notify the applicants and have the Treasurer send scholarship checks to the appropriate office of the educational institution(s).
4. Notify the *WV Garden News* editor and the Publicity Chairman of the winner(s).
5. Make a report on the committee's work at the Annual meeting.
6. Submit applications of qualified students for National and Regional scholarships and keep a file of the NGC scholarship application blanks as well as the state scholarship application blanks.

South Atlantic Regional Unified Project Chairman

Promotes and manages the Regional project with the state. Works closely with the Regional Unified Project Chairman.

Ways and Means Chairman

Duties:

1. Responsible for administering the fund-raising efforts of WVGCI and the State President.
2. Promotes and manages all Ways and Means projects:
 - (a) Keep on-going project items inventoried.
 - (b) Keep an accurate account of monies received and transfer funds to the State Treasurer.
3. Place a flier in the annual President's Packets and/or submit a promotional article on ways and means projects in the *WV Garden News* as requested.

Wildflower Pilgrimage Chairman

This Chairman's responsibility is to coordinate the planning and execution of the Wildflower Pilgrimage in conjunction with the Department of Natural Resources, the Wildflower Pilgrimage Steering Committee, and the WVGCI.

Duties With the Steering Committee:

1. Set dates as early as possible, conferring with the Superintendent of Blackwater Falls State Park, Davis, West Virginia.
2. Arrange for a fall meeting with the Steering Committee to discuss tours, bird walks, and leaders and assignments required. Plan programs for evening sessions.
3. Secure leaders for the Pilgrimage.
4. Secure a speaker for the banquet.
5. Contact the Blackwater Falls Lodge to plan the banquet menu and the box lunches.
6. Arrange for Sunday morning worship.
7. Arrange for the artwork for the program covers and tiles and request the Department of Natural Resources to print registration cards, information sheets, programs, and name tags.

Duties of the Chairman to the State:

1. Keep a record of all receipts and disbursements pertaining to WVGCI. Send a complete financial report to the State Treasurer for the records.
2. Arrange for the Districts of WVGCI to serve in turn as the hostess group for coffee hours and furnish door prizes.
3. Arrange for a cabin to be reserved for two members of the hostess District who are attending the Pilgrimage and assisting with their District's duties, State President, executive secretary, Pilgrimage Chairman and Assistant Chairman.

Youth Activities Chairman

The Youth Activities Chairman is responsible for promoting throughout the state a program by which young people of all ages may be introduced to gardening, protection of wildlife, recognition of plants, trees and shrubs, simple flower arrangements, a love of nature and conservation of our natural resources.

1. Encourage work with young people by formation of junior, intermediate, and high school garden clubs through schools, Scouts and other youth groups.
2. Prepare and distribute material for use in youth organizations, such as National Speech and Essay and poster contest information.
3. Maintain standards set by NGC and WVGCI.
4. Promote state youth awards for juniors, intermediates, and high school gardeners.
 - (a) Assist local chairman in applying for State, Regional and National Awards.
 - (b) Serve as a member of the State Awards Committee.

5. Publicize youth activities by every possible means: news media, talks, workshops, and fliers in the annual President's Packets.
6. Encourage sections for young gardeners in all flower shows.
7. Request District Directors to appoint District Youth Activities Chairmen to: promote closer relations between youth organizations and senior clubs; make reports at District Meetings; present District Youth Awards.
8. Maintain and deliver to the successor a file of all youth work throughout the state.
9. Make a report of work in the state through articles in the *WV Garden News* as requested.
10. Keep the National Youth Activities Chairman informed of state activities as requested.

DISTRICTS (*All District Sections are under review*)

District Composition:

1. **Appalachian District** - Braxton, Fayette, Nicholas, Raleigh, Webster, and Wyoming Counties.
2. **Greenbrier District** - Greenbrier, McDowell, Mercer, Monroe, Pocahontas, and Summers Counties.
3. **Kanawha District** - Clay, Kanawha (except cities named in Ohio-Guyan)
4. **Monongahela-Cheat District** - Harrison, Marion, Monongalia, Preston, and Taylor Counties.
5. **Ohio-Guyan District**-Boone, Cabell, Lincoln, Mason, Mingo, Logan, and Wayne Counties plus Nitro and Dunbar in Kanawha County.
6. **Ohio Valley District** - Brooke, Hancock, Marshall, Ohio, Wetzel Counties Calhoun, Doddridge, Gilmer Jackson, Pleasants, Ritchie, Roane, Tyler, Wirt, and Wood counties.
7. **Shenandoah-Potomac District** - Berkeley, Hampshire, Jefferson, and Morgan Counties.
8. **Tygart Valley District** - Barbour, Grant, Hardy, Lewis, Mineral, Pendleton, Randolph, Tucker, and Upshur Counties.

DISTRICT DIRECTORS

In order to facilitate communication and maintain closer contact with the membership, WVGCI divided the state into districts, each headed by a District Director. The Director plays a vital part in the communications between district clubs and the state organization. Since District Directors automatically become members of the Board of Directors of the WVGCI, it is important that experienced, conscientious, and able persons serve.

Qualifications for a District Director:

1. Shall have served as president of a garden club.
2. Shall have attended one state meeting. This may be the meeting at which she is installed.
3. Must be nominated either by a district nominating committee or from the floor.
4. Must be elected by district garden clubs at their annual meeting in the fall preceding election of state officers.
5. Must be ratified by the Executive Committee of the WVGCI and assume office at the same time as the state officers.

Duties of the District Directors:

A. General Duties:

1. Answer all correspondence.
2. Visit each club upon invitation. Make every effort to meet with each club.
3. Promote national and state objectives.
4. Keep a district scrapbook, which should include clippings of Publicity, minutes of District Meetings

and copies of articles sent to *WV Garden News*.

5. Study and continue the District Director's Notebook secured from your predecessor. At the close of term of office give to your successor the District Notebook, which is the property of WVGCI.
6. Maintain a file of current yearbooks of all clubs in district.
7. Assist clubs in every possible way. You are the major link between WVGCI and individual clubs.
8. Work closely with council presidents to build better inter-club relations assuring cooperation on local levels.

B. Duties to the State's Organization:

1. Meetings

- a. Attend all meetings of the Board of Directors, customarily held in the fall and spring of each year.
- b. Report at fall Board Meetings and State Conventions the outstanding activities of clubs, including information on newly organized and/or disbanded clubs.
- c. Provide three copies of reports, one each for the State President, Recording Secretary and District files.
- d. Obtain as much information at Board Meetings as possible and make it available to clubs.
- e. Make recommendations for changes in boundaries, when advisable.
- f. Arrange a time and place for District Meetings after consulting with State President and hostess clubs. The proposed date should not conflict with National, Regional or State meetings.
- g. Represent District at Wildflower Pilgrimage, Flower Show School and State Convention when the District serves as hostess, or sent an official representative.
- h. Report deceased members to State Chaplain prior to annual meeting.

2. Appointments/Elections

- a. Appoint or elect a Secretary, Treasurer or Secretary-Treasurer.
- b. If the District does not elect an Assistant Director, then the Director is encouraged to appoint an Assistant Director. In the event of the District Director's inability to attend a State Board Meeting, the Assistant Director may act as a substitute.
- c. When requested, name District Chairmen to coordinate activities with corresponding State Chairmen.
- d. Select a District Nominating Committee of three members for approval at the District's first District Meeting. It is recommended that the committee include a present or past member of the State Executive Committee or an experienced State Board Member.
- e. With approval of District Director, appoint an Audit Committee of 3 qualified members. This audit is to be conducted at the end of the administration term and completed by August 1st.
- f. Hold the election of the proposed candidate for Director at the second fall meeting.
- g. Incoming Directors will be installed at the annual meeting of the WVGCI and will assume office concurrently with the newly elected president.

3. Records

- a. Keep up-to-date records of all clubs, names and mailing addresses of club presidents, and number of active members of each club.
- b. See that club presidents send copies of annual reports to state president and district director on or before designated date.
 - (1) Tabulate totals as reports are received.
 - (2) Assist state president in getting reports from all clubs.
- c. Compile written district report after careful study of presidents' reports. Send district report to state president at earliest possible time before deadline.
- d. Send news items of clubs, councils, and district activities to the editor of the *WV Garden News*. Copy must be legible, neat, and clean.
 - (1) Send advance notice of fall meeting to editor before the editorial deadline.

- (2) Send pictures and articles about fall meeting before editorial deadline.
- e. A nominal state-budgeted allotment will be paid to the Director. Send receipts attached to the proper form to the State Treasurer for reimbursement. This allotment is for conducting District business on behalf of the state only. Request for expense allotment reimbursement must be in no later than June 15th.
- f. Send to the State Executive Secretary:
 - (1) Complete list of all clubs, club presidents, mailing addresses and zip codes before June 1 of the year the office is assumed.
 - (2) Names and towns and districts of clubs disbanded or withdrawn from the federation.
- g. Establish a two-signatory account with the District Treasurer, either one of whom may make deposits and withdrawals. These accounts are the property of the District, not the signatories.

4. State Hostess Duties

- a. Serve as hostess in rotation for the State Convention and Wildflower Pilgrimage, when notified by the State President.
- b. Coordinate duties with the above chairman.
- c. The Director or her designated representative should attend the Wildflower Pilgrimage when her District is the hostess.

C. Duties to the District

1. Duties of the District Director at District Meeting.

- a. Confirm the date with the State President at the State Convention. Select the place of the meeting after consultation with hostess clubs and councils.
- b. Set up program, secure speakers, plan agenda and preside.
- c. Send detailed information to each Club President and to State Board Members residing in the District at least 30 days before meeting.
 - (1) Encourage each club to send at least two representatives.
 - (2) Send information on District Awards offered for presentation at fall District Meeting. Include application form, list of awards, rules and requirements. Give deadline for receipt of applications and name with complete mailing address of person to whom they should be sent.
 - (3) See that a quorum is present.
- d. Give presidents an opportunity to report on their clubs' Outstanding activities. Specify the manner and exact time limit for each report.
- e. Appoint a timekeeper.
- f. Create interest and encourage increased attendance through newspapers, radio, TV publicity and by direct contact with clubs.
- g. Provide to the State President, (and Executive Secretary or traveling companion) and speakers, lodging, travel expense and hospitality.

2. Duties of District Hostess Group at District Meetings

- a. With approval of District Director, appoint a General Chairman. Appoint a Registration Chairman and others as needed.
- b. Arrange for luncheon and reservations.
- c. Arrange for accurate record of attendance (list of clubs and number of reservations from each; state officers and state chairmen present).
- d. Appoint pages for the State President, District Director, and Speaker(s). The State President should also be provided a convenient parking space and equipment as requested. The page should understand she is to greet the President, run errands, and assist with unloading and loading.

3. Protocol for District Garden Club Functions

Protocol is essential for a successful meeting. Showing recognition and honor where it is due is only a form of graciousness and good manners.

- a. The following is the proper order of rank and should be used for district garden club luncheons, banquets, or receptions.

State President

District Director

Governor of State or Mayor of City Honorary President - order of seniority Speaker

National Chairmen

Active State Officers - order of seniority Past State Presidents

State Committee Chairmen District Officers

Hostess Club or Council President

- b. The State President is the first to be served at luncheon.
- c. State Chairmen and any Past State President residing in the District should be invited to all District functions and introduced.

4. New Clubs

Organizing and strengthening new clubs is an important duty of District Directors. Encourage organization of new clubs at every opportunity.

- a. Visit groups interested in forming new clubs, explaining procedures to be followed and advantages of federating.
- b. Take copies of *National Gardener*, *WV Garden News*, *WVGC Handbook* and any other helpful publication available.
- c. Lend yearbooks of established clubs to help plan programs and draw up bylaws.
- d. Give to temporary chairman four copies of “*Application to Be Place on Probation*,” which requires three choices of names, and request the form be completed in triplicate. (Duplication of club names is contrary to the policy of WVGCI.) Send two copies to the Executive Secretary for final check and approval and retain one copy for the District file.
- e. Encourage clubs to seek assistance from state committee chairmen.

5. Financing District Work

- a. Since the number of clubs in each district varies and districts differ in size, no single financing system can be set as a pattern.
- b. Expenses for the district include postage, copy service, telephone calls, fees and travel expenses, hospitality to guests, and sending the district to the state annual meeting.
- c. Clubs may be assessed annual district dues. Dues may be a fixed amount per club or a fixed amount per member.
- d. A director may accept reimbursement for mileage when visiting out-of-town clubs.
- e. If a state chairman from another district is invited to a meeting to give a program, she should be offered hospitality and reimbursed for travel expenses.

6. Duties of the District Secretary

1. Keep minutes of meetings and provide the Director with a copy.
2. Write letters as requested by the Director.
3. Keep District records.

Duties of the District Treasurer

1. Establish a two-signature account with the District Director, either one of whom may make deposits and withdrawals. The accounts are the property of the organization and not the signatories.
2. Receive and deposit in the bank all District dues and funds.
3. Keep accurate and up-to-date records of all transactions.
4. Write checks at the direction of the District Director.
5. Send reminders by deadlines when dues are unpaid.
6. Keep the Director informed of the status of dues paid by all clubs.
7. Prepare a detailed financial report for the Director at the close of each year and give a report at the

District Meeting.

8. Arrange for an audit at the end of the administration. This may be done by two qualified volunteers.
9. Get and maintain a FEIN for the district.

COUNCILS OF GARDEN CLUBS (*Under Review*)

When a number of garden clubs in a community (a minimum of three is suggested) wish to coordinate their activities, it is advisable to form a council. Such a council serves as a clearinghouse, supplies leadership, and increases the clubs' capacity for service through cooperation and united strength.

Forming a Council

1. Arrange a meeting with representatives of all interested garden clubs and the District Director.
2. Elect by acclamation a temporary chairman and secretary. The chairman should be experienced, objective and a good organizer.
3. Objectives at the first meeting should be:
 - a. To discuss the advantage of forming a council both for member clubs and to the community, and the responsibilities of each member club.
 - b. To appoint a committee to draw up proposed by-laws, appoint a Nominating Committee and set the time and place for the next meeting. After by-laws are adopted, officers are elected, and committee chairmen appointed. It is suggested that club presidents serve as one of the designated representatives to a council.
 - c. While voting strength is specified in the council's by-laws, all garden club members are eligible to attend all council meetings. It is hoped that when a council is formed, ALL local clubs will join.

Duties of Garden Council Officers

1. President

- a. Presides at all meetings of the Council, Executive Committee and Board of Directors.
- b. Appoints chairmen of all standing and special committees subject to the approval of the Executive Committee.
- c. Serves as an ex-officio member of all committees except the Nominating Committee.
- d. Stimulates and encourages interest and growth in the council's member clubs by:
 - (1) Arranging training courses for new club officers.
 - (2) Suggesting civic projects.
 - (3) Encouraging attendance at Flower Show Schools.
 - (4) Sponsoring outstanding speakers on subjects of garden club interests.
- e. Serves as a member of the Planning Committee of a council flower show.
- f. Maintain liaison with WVGCI.
- g. Maintains council files and records for transfer to the successor.

2. Vice President

- a. Presides at all meetings in the absence of the President.
- b. Represents the President at meetings of other organizations when asked to do so.
- c. Keeps a file of names of local speakers and of material suitable for garden club programs. (This should be revised and brought up-to-date annually and distributed to each club.)

3. Secretary

- a. Make arrangements for the meeting place.
- b. Call the roll.
- c. Take minutes of all meetings (regular, special and board).
- d. Take care of correspondence as directed by the President.

4. Treasurer

- a. Establish a two-signatory account with the Council President.
- b. Receive record and deposit in the bank the annual dues from member clubs.
- c. Remind clubs which fail to pay dues within a reasonable time.
- d. Collect, record, and disburse special funds resulting from flower show contributions, civic projects, receipts from lectures, and other council projects.
- e. Prepare for each council meeting a detailed report of all funds received and disbursed since the last meeting.
- f. Arrange for an audit at the end of the term. This may be done by three qualified members.
- g. Prepare an annual budget to present to the Council's Executive Committee for approval.
- h. Get and maintain a FEIN for the council.
- i.

GARDEN CLUBS (*All Sections Under Review*)

Organizing a New Club

1. Call together an interested group with an experienced adviser from a federated club. While no specific membership is required, it is advisable to limit it to a number who can meet in a home. Enough members are needed to carry out an effective program.
2. By acclamation, elect a Temporary Chairman and Secretary.
3. The District Director or adviser gives a copy of the *WVGC Handbook* to organizing club which explains the purpose of a garden club, discusses programs, yearbook, duties of officers, chairmen and committees, and answers questions. Among the first committees to function will be Nominating, By-Laws, Program and Yearbook. Add additional committees as needed. Officers and committee chairmen make up the Board of Directors, who have authority to make recommendation to the club.
4. Vote to organize.
5. The Temporary Chairmen appoints the Nominating Committee and By-Laws Committee to report at next meeting.
6. Select date of future meetings.
7. Select the first, second and third choice of name for club to avoid duplication. Send it to the State Executive Secretary.
8. At following meetings, elect officers, appoint committee chairmen, and approve by-laws.
9. Secure probation application from the State Executive Secretary. Complete four copies and return three copies to her. Retain fourth copy for club file.
10. Sponsoring a new Garden Club. A Garden Club in good standing may sponsor as a department of their Garden Club, senior garden club members in retirement homes, nursing homes, group homes, etc. The sponsoring club will be responsible for including them in garden club related activities. State dues, per sponsored member, are required to be paid by the sponsoring club or by the individual member. Each sponsored membership will include a subscription to the Garden News and shall have all privileges except voting or holding office.

Charter Application for a New Club

1. **APPLICATION TO BE PLACED ON PROBATION:** In order to become federated, a new garden club has a six-month period of probation in which to establish itself as a group interested in garden club objects with an appropriate garden club program. Clubs should file a Probation Application with the State Executive Secretary in triplicate through their District Director. An additional copy should be made for club records.
2. **APPLICATION FOR CHARTER:** At the end of six months, the State Executive Secretary will send the

club a membership application for charter. Three copies are to be completed and returned to the State Executive Secretary with the state dues and three copies of a list of club members and their mailing addresses.

3. DUES: Dues are what are currently specified by the WVGCI. The full amount should be paid if application is made before January 1st. If an application is made after that date, a total of one half the total annual dues per member should be sent. The first payment is sent with club application to the State Executive Secretary. After changes have been received, dues are paid for future years annually to the State Assistant Treasurer. This allows any member to attend Flower Show and Landscape Design School with no tuition cost.

After the State Executive Committee and Board of Directors have approved a club's application, the State Executive Secretary issues the charter, showing the club's admission as a federated garden club of WVGCI. The State President or in her absence, the District Director, presents the charter to the club president at the District Meeting, or at the State Convention.

A club may become a member of a council of gardens, which may be formed by a group of garden clubs in the same locality. (See Garden Club Councils, page 50).

NATIONAL DUES: State dues per member include a percentage for National Garden Clubs dues.

WEST VIRGINIA GARDEN NEWS: Each member of WVGCI receives a copy of each issue of *WV Garden News*. When a new club files an application to be placed on probation with the State Executive Secretary, the name and mailing address of the club president and number of members are sent to the State Executive Secretary, who forwards the information to the Circulation Manager of the *WV Garden News*. During the club's probationary period, the club president will receive sufficient copies of the *WV Garden News* for all members. At the end of the probation period, when the club is eligible to become federated, dues and three lists of all members with correct mailing addresses and zip codes are sent to the State Executive Secretary. Copies of the *WV Garden News* will then be mailed to individual members.

SUGGESTED GARDEN CLUB BY-LAWS - *Under Review*

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DUTIES OF CLUB OFFICERS

President

1. Be familiar with parliamentary procedures, club, and state by- laws.
2. Appoint committee chairmen.
3. Make prompt reports to State President and District Director on dates required.
4. Give treasurer the state membership list form. Ensure the form is properly completed and mailed to the designated person by the deadline.
5. Send the name and address of club president, name of club, and number of club members to state Executive Secretary and District Director after club's election.
6. Attend all council, district, and state meetings. The president, or her alternate is a voting delegate at Annual State Meeting. (Each club is entitled to one vote at State and District Meetings.
7. Promote and participate in national, state, and local garden club projects.
8. Encourage attendance at flower show schools, environmental education schools, landscape design schools, symposiums, and other state or nationally sponsored schools or conferences.
9. Study awards offered by District, State, Region, and National Garden Club. If club has a project considered worthy, carefully review procedure to be followed to make application for award and submit data to proper chairman at proper time. (List of awards can be found in the September issue of *WV Garden News* in odd years and on the WVGCI website (wvgardenclub.com).
10. Keep informed by reading *National Gardener* and *WV Garden News* and encourage members to read them. See that important items from these publications are brought before club membership. Encourage use of all NGC publications.
11. Invite District Director and Council President to one regular club meeting.
12. Keep a president's file of letters and information, which aid in club work. Keep a notebook of all activities. When term of office expires, pass complete file and notebook and all information acquired during administration to incoming president. Urge chairmen to keep similar notebooks to be given to successors.
13. Encourage members to:
 - a. Attend meetings regularly and participate in programs.
 - b. Abide by club by-laws and standing rules.
 - c. Be enthusiastic and well informed about the aims and objectives of the club.
 - d. Accept responsibility, whether it is to hold office, serve as chairman of a committee, member of a committee or participate in program. Once an assignment has been accepted, follow it through to completion.

Vice-President

The Vice-President shall assume duties of President in the absence or disability of that officer. She may serve as chairman of program committee and may be designated official delegate to garden club council meetings.

Secretary

1. Keep minutes of all meetings of the club. Minutes should be correct and concise and contain only the action taken. They should be available to any member of the club who wishes to see them. Minutes should contain following information in order given:
 - a. Kind of meeting (regular or special) and name of club.
 - b. Date, hour, place of meeting and number present.
 - c. Name and title of officer presiding.
 - d. Whether minutes of previous meeting were read and approved or whether club voted to dispense with their reading.
 - e. Recommendations of Board of Directors.
 - f. Record of all motions passed, giving name of persons who made them. (Do not give name of person seconding motion – merely note it was duly seconded.)
 - g. All committee reports filed and recorded. Speaker's name (if there is one), title of program, or any

activity.

h. Adjournment.

i. It is sufficient to sign the secretary's name and title. (Do not use "*respectfully submitted*").

2. Complete minutes promptly and send a copy to the President. Keep a copy for the files.
3. Be responsible for all official correspondence of club unless President has designated someone else to perform this duty.
4. Send club yearbook to State President and District Director.

Treasurer

1. Treasurer shall receive and deposit all funds in name of club and shall be authorized to sign checks for amounts approved by executive board or membership. The Treasurer shall establish a two-signatory account, receive and deposit all funds in the name of the club, and shall be authorized to sign checks for amounts approved by the executive board or membership.
2. Keep a record, listing all receipts and expenditures as well as balances. Be prepared to give a brief financial report at each meeting, as well as annual report at end of club year. All vouchers, receipts and bank statements should be kept on file and promptly turned over to successor.
3. After the election of officers, Treasurer prepares annual budget for approval by Executive Committee.
4. Send two copies of the state membership list form received from the club President, with correct mailing addresses and WVGCI dues to State Assistant Treasurer for each active and associate member.
5. Get and maintain a FEIN for the club.
6. Send all changes and corrections in names and mailing addresses, as they occur, to circulation manager of *WV Garden News*, always listing name of club, name, and mailing address (including zip code) of member. There is a charge for each change of mailing address - refer to the current issue of *WV Garden News*.

CLUB CHAIRMEN

Each club must choose its own program and special areas of emphasis. There are in all clubs a few committees essential to the function of the club. Standing Committees should be appointed by each administration. Other short-term special committees can be created for a special project or need and dissolved when the need no longer exists. Each committee chairman should keep a notebook of her duties, responsibilities, procedures, activities, and helpful information to be passed on to her successor.

MEMBERSHIP

Every club should have its membership quota filled.

Membership quota should be based upon the number, which can comfortably meet in member's homes or other meeting places.

MULTIPLE CLUB MEMBERSHIP

Members with multiple club membership shall pay state dues in each club to which they belong.

PLANNING GOOD PROGRAMS

Good programs make good clubs and interested members. Programs must be designed to fit the needs and interests of members as well as addressing the problems and opportunities of the local community.

Clubs need interesting and well-balanced programs each year, including horticulture, flower shows (procedure and flower arranging); landscape design; conservation (natural resources and energy); garden therapy; environmental education and civic improvement. Other suggested topics include historic preservation, birds, wildflowers, reclamation and recycling, pollution and litter control.

Special meetings or workshops may be held to acquaint members with the fundamentals of horticulture, flower arranging and club projects. Workshops stimulate interest. Suggestions include planting bulbs to force for winter; propagating plants from cuttings, or layering; starting plants from seeds; flower arranging; methods of drying and preserving materials; methods of pruning; cutting and grooming horticulture specimens for exhibiting.

Planning and staging a flower show make a good series of programs. Plan at least one yearly program to encourage members to exhibit horticulture and/or artistic arrangement. Responsibility for supplying a monthly specimen or arrangement could be assigned to various members with five minutes allowed for brief discussion of exhibit. Such activities promote interest, study, and encourage member participation.

The *WV Garden News* and *National Gardener* often contains ideas for programs. Additional sources are the West Virginia Department of Natural Resources; West Virginia University Extension Service; your county bulletins from the West Virginia and U. S. Department of Agriculture; district forester; Director of Soil Conservation District in club's area; plant and horticultural societies; Audubon Society; public library; garden centers; seed companies; local nurserymen; and program files of local councils of garden clubs. National Garden Club's website (gardenclub.org) offers a number of resources online at no cost.

PUBLICITY

Publicity is important to a garden club. It keeps the community aware of club activities and newspaper clippings provide a record of the club.

1. Contact local news media.
2. When possible, supply news media with stories well in advance of release date.
3. Give the five "w's" and two "h's": Who - people in the story; What - accomplishment or event; When - date and time; Where - location; Why - reason for undertaking event; How - way accomplishment was achieved; How much - amount of accomplishment.
4. See that copy is grammatically correct.
5. Make copies of all releases for files. Keep in scrapbook clipping of all newspaper releases, including names and dateline from newspaper.
6. Special projects should receive advance coverage and pictures.

WAYS AND MEANS

Clubs should limit moneymaking projects to those pertaining to garden club activities. Creative ideas to augment the club's treasury are house and garden tours, sale of birdhouses, feeders, garden tools, flower arranging materials, containers and handmade decorations, dried materials, garden motif stationery, plant sales and plant auctions. NGC calendars may be obtained from NGC Headquarters and sold for a percentage of the sales.

YEARBOOK PLANNING

It is beneficial for a club to have a yearbook telling the story of activities for the year. It need not be expensive. It should be typed and copied or printed. Send a copy of the yearbook to the State President, District Director, and Council President. NGC has set standards for yearbooks and offers suggestions concerning content if they are to be entered for an award. See Yearbook Award in the September issue of *WV Garden News* in odd years and on the website. The following is suggested content for a yearbook:

1. Cover - name of club, town, state, year.
2. Title page - Name of club, town, state, number of members, NGC, and other organizational memberships.
3. Subsequent pages - name and addresses and themes when applicable, of the NGC President, SAR Director, WV GCI President, District Director and Council President.
4. Membership roster with complete mailing addresses and phone numbers.
5. Calendar of activities of garden club interest (other than regular meetings).
6. Monthly programs, names of speakers, hostesses and assistants, place, date, and time of meeting. Programs should have definite subjects carrying out specific theme to provide continuity not only in yearbook but also for entire club program.
7. Club's budget and By-laws may be included.

AWARDS

All State, Regional or National awards applications must be submitted through the State Awards Chairman.

WEST VIRGINIA GARDEN CLUB AWARDS

WVGC annually makes available to garden clubs, councils, districts, club, and individual club members who are members of federated clubs, a number of awards for outstanding achievement in a wide variety of garden club activities. In addition, awards are offered to companies and individuals who are not affiliated with WVGC who garden clubs wish to recognize for worthy contributions on a local level. All state awards are presented during the annual state convention of WVGCI each spring.

All garden clubs should have projects and programs that will make them eligible for one or more awards. The honor of winning an award often inspires a club to undertake greater programs and projects, benefiting club members, communities, WVGCI and NGC.

All applications for awards must be sent to the State Awards Chairman whose name and address are in the September issue of the *WV Garden News* in odd numbered years and on the website. Since awards, rules, requirements, and deadlines are subject to change, applicants should refer to the website for the most current awards listing.

Information and rules for flower show awards can be found in the *NGC Handbook for Flower Shows* online.

Award application guidelines

1. Awards are often lost because the application does not clearly present the project.
2. Read rules and descriptions of awards carefully.
3. Provide “before” and “after” photographs of project, (not people).
4. Application should give complete record of project in a concise, correct, and clear manner.
5. Any newspaper clippings should show both dateline and name of newspaper, should be cut neatly and included in the application.
6. Mail applications well before deadlines. Mails are sometimes delayed several days, and State Awards Chairman may not receive your submission by the deadline.
7. Yearbook applications require application forms only.
8. Evaluate club projects at beginning of club year for award applications and work toward this goal and awards deadline.

DISTRICT AWARDS

Districts are encouraged to offer awards for work in their district. The District Director presents awards during the annual fall District Meeting. Information must be secured from the District Director for the district in which the club holds membership. Awards should encourage garden club activities and projects within the district area.

REGIONAL AWARDS

Awards are offered by SAR of NGC. Consult the State Awards Chairman for details. Any application submitted for a state award that is deemed eligible may be submitted by the State Awards Committee for Regional awards. All applications for regional awards must be submitted through the State Awards Chairman.

NATIONAL AWARDS

NGC offers awards, which are listed and described on the website. National awards require the highest achievement in gardening efforts. Application for National awards must be sent to the State Awards Chairman to be received by the state deadline. The State Awards Chairman selects, from all state award applications received, those deemed most worthy of National application.

HOW TO DISBAND

Any garden club wishing to disband is asked to notify the appropriate District Director, the State Executive Secretary and/or State President. The Club President or another responsible officer, is asked to perform this task. *The club charter is to be returned to the Executive Secretary.* Any monies left in the treasury when it dissolves must be contributed to an approved non-profit, preferably garden related, organization or an appropriate garden club-related activity could be considered, such as the West Virginia Conservation Camp Scholarship Fund for Camp Caesar, WVGCI Scholarship Fund or Land Trust/The Nature Conservancy Project Fund.

SPECIAL INFORMATION FOR GARDEN CLUBS (*All Sections Under Review*)

⌋ Suggested order of business for meetings

Call to order Roll call
Reading and approval of minutes of previous meeting or meetings Correspondence
Treasurer's report (to be filed) Report of officers
Reports by chairmen of standing committees Reports of special, or ad hoc, committees'
Unfinished business
New business Programs Announcements
Adjournment of business meeting

Suggested for President or Presiding Officer

1. Make yourself familiar with fundamental rules of parliamentary procedure and charter, bylaws, and policies of your club.
2. Arrive early and start the meeting on time. Have materials you need, i.e., agenda, bylaws, minutes of previous meeting, etc. convenient at hand.
3. Prepare an orderly agenda and follow it.
4. It is your duty to keep order.
5. Refrain from discussing a motion when presiding. State the motion clearly, ask for discussion. Put all motions to a vote and state the results. The presiding officer does not make a motion.
6. The president may vote to break a tie. (The word is may, not shall.)
7. Be ready to end a discussion that is going too far afield.
8. If you are unable to attend the meeting, notify the Vice President as far in advance as possible and see that she receives the agenda and an explanation of it.
9. It is best to consult committee chairmen in advance if they are to be called on for a report. Ask that report be brief.

Help for Secretaries

1. "*Respectfully*" submitted is no longer used. Simply sign the minutes and mark the date on which they are approved.
2. Include place, time, and type of meeting, i.e., regular, or called, and name of presiding officer.
3. If in doubt about a motion, ask that it be written down for you.
4. Record only action taken, not personal comments.
5. A written copy of the treasurer's report may be attached to the minutes.
6. Inform president of any unfinished business before meeting starts. See also duties of Club Officers).

Hints for Members

1. When president calls meeting to order, side conversations should cease at once.
2. When presenting a motion, address the chair and wait for recognition before speaking further.
3. Always say "*I move*" when making a motion.
4. Read your report straight through. If explanations are necessary, comment at the end of the report.

5. Help the president follow her agenda by speaking briefly and to the point.

PROTOCOL AND COURTESIES

According to Webster, the word "*protocol*" means the ceremonial form accepted as correct for official dealings. In some ways it is closely associated with the word etiquette, defined as the forms and manners conventionally acceptable or required in society. Following proper protocol helps to ensure a smooth and pleasant occasion for all.

The following is a brief outline of protocol necessary to the smooth operation of both club and state meetings. Always remember - PROTOCOL IS USED TO HONOR THE OFFICE OR POSITION.

Special Invitations - Invite your speaker well in advance and request background information to be used in the introduction of the speaker. Written invitations are preferred and should include the specific function at the meeting, directions to the meeting, the time the speaker will appear on the program and the approximate size of the audience. It is best to tell guest speakers how long they are to speak and whether questions will be permitted from the assembly. Ask for the title of the speech, and the fee. Send a reminder or call, at least a week before the meeting. See that the speaker's needs are met, and all courtesies extended.

Press Notices - Speakers will appreciate good publicity. Mail photographs (if applicable) and press notices, including whom, what, when and why, to newspaper well in advance. Send clippings to your speaker and guests.

Complimentary Tickets - If indicated, provide complimentary tickets for special guests. These may be placed at a table or in registration envelope.

Hospitality for Speakers and Special Guests -

1. Arrange for speaker/guests to be met. Provide transportation if necessary.
2. Reserve suitable parking and accommodation if necessary.
3. Provide a special assistant to help the speaker/guest carry equipment and materials. The assistant may also act as a guide to and from the meeting place.
4. Ensure that the speaker/guest is properly introduced, using background information obtained earlier.

Rank of Officers - The usual order of rank is National, Regional, State, District and Club. Incumbent officers and appointed officers precede committee chairmen. A member who is a present or past National Officer, Regional Director or State President should be honored within her own club and when visiting other clubs.

At state meetings, members should rise when the National President, the Regional Director and the State President are introduced. Rise when the Governor is introduced.

Seating Arrangements - The presiding officer is seated at center of the head table. It is desirable to have an uneven number at the table, so each side is balanced. Honored guests and those participating in the program should sit at the head table. A second table may be used for other guests. Plan in advance so guests may be informed of seating.

At state meetings, the State President is the highest-ranking officer in the state and is seated at the center of the head table. The NGC President should be placed at the President's immediate left. The Governor or Mayor should be seated at the right of the National President. Officers and guests follow alternately in order of rank. The following order of presidency may be used for luncheons, banquets, and receptions: State President, Guest Speaker, National President, Regional Director, Governor of state, Mayor of city, Honorary Presidents in order of seniority, minister (if giving devotion), visiting National Officers in order of official listing, visiting State Presidents, past National Officers, National Chairmen, State Officers in order of official listing and Convention Chairman. State Chairmen, District Directors and other guests who merit recognition may be seated as special tables.

Notice of the time and place of special seating may be enclosed in the registration envelope.

Accurate copies of the seating order for the head table and special tables are given well in advance to the presiding officer, protocol chairman and persons making introductions. Place cards are made and placed prior to the meeting. Extra cards are needed for last-minute changes.

Introducing Those Persons Seated at the Head Table - The highest-ranking person, such as the guest honor, is introduced first. If the guest is to speak briefly, reverse the order and introduce the lowest ranking person first and continue to the highest-ranking person. Those being introduced may remain standing until introductions are completed. At the conclusion of the remarks, thank the speaker.

CLUB CHAIRMAN AND COMMITTEES

Each club must choose its own over all programs related to garden club interests and special areas for emphasis. These may change from one administration to the next. As new programs and projects are undertaken, appropriate committee chairmen should be appointed.

There are in all clubs some committees essential to the function of the club. These are standing committees. Standing committees and chairmen should be appointed for each administration.

Other committees, needed for a special, short-term purpose, re. special, or ad hoc, committees and are dissolved when the needs no longer exist.

Individual club chairmen may request help or advice from the district or state officers and chairmen but should first refer questions to state chairman of the related committee. If a club chairman is referred to a Regional or National chairman, the chairman may write to the person suggested.

A chairman's report is one of many and should be brief. The report should be written and read in its entirety. When comments are necessary, speak briefly at the close of formal report. If a motion is to be made in connection with the report, give a copy of the motion to the presiding officer so that it may be read verbatim to the assembly.

Sign the written report. Do not add "*Respectfully submitted*". This is no longer used. If a club is to function smoothly, it is as important for members to abide by correct procedures as it is for officers and chairmen.

SUGGESTED INSTALLATION CEREMONY

The person chosen as installing officer should be invited well in advance and receive previous notification of the time and place of ceremony. The officer may have a particular ceremony he/she prefers to use.

For the benefit of those desiring a suggested installation ceremony the following is offered:

The installing officer may be the retiring president of the organization or a well-known and experienced garden club member or officer.

The installing officer is introduced by the president of the club and in turn greets the members and expresses commendation to the retiring officers.

Then: "*It is now my pleasant assignment to install the officers of the incoming administration.*" The installing officer may then, if desired introduce each of the incoming officers, beginning at end of the list and leaving the president for later. In a few words the installing officer may tell of the qualifications for each office.

"And now may I say to all of you that the.....garden club, in electing you to office, expresses its full confidence that you will contribute your best efforts toward the growth and development of this organization; that you will promote good fellowship among its members and you will faithfully perform the duties attendant upon your office, do you pledge yourself to this service?" Officers being installed answer in unison, "I do."

"I hereby declare you duly installed in office." At this point, the retiring officers may offer a gift of congratulations to each new officer or congratulate them.

"And now, may I present your new president?" To the incoming president: "*You have been duly elected to the highest office of the _____ garden club.*" The installing officer may offer a gift of congratulations if others have received such or congratulate the new president.

"Will the members rise in appreciation of the loyal service of the outgoing officers and in welcome to the new officers?" The members respond, "I do."

The new president may speak briefly concerning honor conferred upon her and objectives of the new administration. After the new president is seated, the retiring president adjourns the meeting.

GARDEN CLUB ACTIVITIES (*All Sections Under Review*)

Garden Club activities cover a number of wide-ranging fields all related to the main purpose of the state organization. Information in this section gives background and explanation material on many garden club activities. For more detailed information, see duties of various committee chairmen.

ARBOR DAY

Arbor Day was started in Nebraska as an outgrowth of the peculiar condition of the Western Plains, which, though fertile, were practically treeless. The plan was conceived by J. Sterling Morton, then a member of the State Boards of Agriculture and later United States Secretary of Agriculture. Since the first Arbor Day, it has become the occasion for impressing upon school children the importance of trees and encouraging them to plant and conserve them. In 1955 the West Virginia Legislature officially designated the second Friday in April as Arbor Day in this state.

Arbor Day should be of special interest to groups such as 4-H, Boy and Girl Scouts, Campfire Girls, conservation groups and youth garden clubs. It should be of equal interest to adult organizations such as garden clubs, civic clubs, and community development groups. These groups should be encouraged to co-sponsor Arbor Day programs at schools and within communities. Emphasis should be placed on the fact that Arbor Day is the one-day we celebrate which looks toward the future instead of commemorating an event of the past.

Helpful information on Arbor Day may be obtained by writing West Virginia Department of Natural Resources or the State Arboriculture Chairman.

BIRD SANCTUARIES

Birds play an important role in our daily lives and some phase of bird study should be included in garden club programs, flower shows and exhibits.

NGC has a slogan, "*Every Garden a Bird Sanctuary*", and lists these simple requirements: water, food when needed, evergreens and trees for winter protection and summer nests; freedom from natural enemies, (cats, etc.). The following native shrubs and trees should be planted or cultivated to supply natural food for birds: dogwoods, barberry, wild cherry, wild and cultivated grapes, blackberry, raspberry, hackberry, privet, beech, ash and Tartarian honeysuckle. All evergreens are valuable as food and shelter.

It is urged that every club have its residential area and/or municipality declared a Bird Sanctuary by petition, proclamation, and ordinance. Sample forms may be secured from the State Bird and Wildflower Chairman.

BLUE STAR MEMORIAL HIGHWAY

The Blue Star Memorial Highway project honors all men and women who have or will have served in the Armed Forces of the Nation. This is a NGC project creating living memorial plantings along the highways.

Garden clubs petition their state legislature to designate a section of highway as a segment of the Blue Star Memorial Highway. The Department of Highways approves and maintains the site. Garden Clubs purchase the marker and plant material and landscape the area. The state chairman has Blue Star Memorial marker prices, a suggested landscape plan, and other information.

CIVIC DEVELOPMENT

Civic Development, or community improvement, is a basic concept of garden club. Civic Development involves action in community improvement, beautification, or conservation. It involves a long-range, carefully planned program, and with all members committed to unified action. The following ideas may be helpful in selecting, planning, and achieving a civic development project:

1. Determine what your community needs - litter clean up; improvement of rundown areas; landscaping of public areas such as schools, civic buildings, historic sites, street plantings, cemeteries; roadside litter cleanup; alleviation of air and water pollution.
2. Summarize the needs, then decide upon areas for emphasis.
3. Weigh the importance of the project to the community and consider club members' interest and abilities to carry through. If a project is too large to accomplish without assistance, enlist the help of other groups and civic organizations. Explore the possible participation and limitations of people using the area.
4. Secure good advice. Professional planning is helpful for large projects involving groups. Planning avoids errors, wasted time and money.
5. Determine by whom (if club has outside help from city, private enterprise, etc.) and how the project will be financed.
6. Plan a workable maintenance program for the project. In some areas, the city, or other groups will provide the upkeep.
7. Promote anti-litter through educational programs, legislation, workshops, and publicity by news media and educational exhibits.
8. Keep records of all plans, work, groups participating, before and after pictures and diary on how different phases of the project were accomplished. Report project when requested. Your report shares your experiences and successes and may give another club an idea.
9. Additional material may be obtained from Member Services, NGC Headquarters and by writing to State Chairman.

CONSERVATION/ENVIRONMENTAL CONCERNS

Conservation is a pattern for living, which guarantees this generation and future generations a full, rich existence in a productive land. The fundamental objective of the NGC is to aid in the protection and conservation of natural resources and to cooperate with other agencies and groups in its furtherance. To attain this goal, we must be informed on community, state, and national levels. Today's youth will be tomorrow's leaders. It is essential that they too learn the principles of conservation.

Conservation Pledge: "I pledge to protect and conserve the natural resources of the planet earth and promise to promote education so we may become caretakers of our air, water, forest, land and wildlife"

Suggestions for Club Participation:

1. Cooperate with agencies interested in conservation and environmental concerns.
2. Assist all conferences and workshops for members in these and related fields.
3. Promote on an individual basis legislation concerning all phases of conservation and environmental concerns.
4. Place emphasis on at least one phase of conservation/environmental programs annually, such as Arbor day, bird or bird sanctuaries, field trips to state parks and forests, energy conservations, etc.
5. Contribute to conservation education scholarships for both children and teachers.
6. Familiarize club members with plant conservation lists, requesting them to make others aware of wildflowers, plants, and shrubs, which must be protected. Impress upon youth the need to protect wildlife and plants.
7. Additional information and material may be obtained from Member Services, NGC Headquarters, and

the State Conservation/ Environmental Chairman.

CONSERVATION CAMPS

WVGCI and other groups interested in conservation of our natural resources recognize their responsibilities to provide conservation education for our youth. By sponsoring youth to the West Virginia State Conservation Camp outlined below, garden clubs help our leaders of tomorrow.

West Virginia State Conservation Camp - Camp Caesar

Camp Caesar located near Webster Springs is for boys and girls ages 14-18 as of December 31. Campers may attend only once.

ENVIRONMENTAL EDUCATION

The Environmental Education project was initiated by the National Council of State Garden Clubs and adopted by the WVGCI in 1975 as it became necessary for citizens to learn to make wise decisions about the use of our dwindling resources.

The program of Environmental Education workshops originated with a three-pronged base: private citizens (garden club members), government and industry. The U. S. Forest Service initiated the workshop format, trained the first garden club facilitators, and continues to cooperate with this program. Workshops have developed into the Environmental Studies Schools. Each of the four courses are composed of eleven hours of study beginning with an Introduction and focusing on land, water, and air.

Environmental Education has developed into the following fields of interest: environmental awareness; air quality; endangered species; energy conservation; land conservation; water conservation; environmental education; and schools' curriculum.

The aim of garden club Environmental Education activities is to develop an environmentally informed citizenry who seek to choose wisely.

FLOWER SHOWS

The Standard Flower Show is an important link between garden clubs and the general public. A well-staged show has educational as well as aesthetic value and should be planned to promote the art of growing materials as well as the art of arranging them. Sections in flower shows for juniors, intermediate and high school gardeners should be included so young people can learn independence, patience, and sportsmanship by taking part in flower show activity.

Complete and comprehensive information on planning and staging flower shows is found in NGC's "*Handbook for Flower Shows*" available online. The latest changes and information on flower shows are posted on the website.

A. Standard Flower Show:

1. Planned and staged by NGC member club or group of clubs in accordance with NGC's standards and objectives.
2. Emphasis is placed on fresh plant material.
3. Written schedule, printed or otherwise duplicated.
4. **A. A Standard Flower Show Required Divisions – Horticulture and Design**
 1. A minimum of 5 classes in each division
 2. At least half of classes in Horticulture
 3. At least twenty entries in each division
- B. A Small Standard Flower Show**
 1. Minimum of three classes in Design, minimum of four entries per class, total 12-19 designs.
 2. Minimum of 5 classes in Horticulture with at least 20 entries.
- C. Recommended Division - Special Exhibits**
 1. Sponsored groups (i.e., youth and senior citizens)
 2. Educational exhibits. (See "*Handbook for Flower Shows.*")
5. Exhibits must be judged by accredited judges; at least two- thirds of the judges overall accredited by

NGC. A panel of three judges can consist of: two accredited and one student judge or two accredited judges and one plant society judge or an expert in a special field. The number of judging panels needed varies with the number of classes in the divisions and the number of entries in each class.

6. May be staged in a home, school, church, library, bank, mall, public building, etc.
7. Need not be large or elaborate and does not require extensive decorating and staging features. Ingenuity and creativity can drastically reduce the costs of show.
8. Judges may be reimbursed for travel expenses if customary. Elaborate entertainment and expensive gifts are not necessary. A coffee, brunch or light luncheon is appreciated by the judges. Judges invited from the same area will usually agree to travel together if notified by the Judges Chairman.
9. The show schedule must be submitted to the State Flower Show Schedules Chairman.:
 - A. In duplicate.
 - B. Far enough in advance to be approved a minimum of sixty days prior to the show date.
 - C. Include a self-addressed stamped envelope for the return of one copy of the schedule. This also applies if corrections/changes are needed, and for final approval.
10. The Standard Flower Show may compete for a State and/or National Award. The Small Standard Flower Show may compete for a State Award but is not eligible for a National Award.
11. Upon receipt of approved, signed schedule, forward it, and a list of judges to the State Evaluations Chairman, if applying for an award. The State Evaluations Chairman will provide assistance, forms and information needed in applying for an award. A list of judges may be found in the publication issue of *WV Garden News*, or contact the State Judges Credentials Chairman.

It is recommended clubs consider sponsoring a Standard Flower Show as often as possible. Requirements for a standard show can be met without much more effort and expense than those involved in a non-standard show. Local judges, state chairmen and the National Council "*Handbook for Flower Shows*" are good sources of information for sponsoring a Standard Flower Show. Consult the awards issue of the *WV Garden News*, and the September - October issue of the *National Gardener* magazines for State and National awards available and rules for application.

GARDEN THERAPY

Garden Therapy is the use of gardening activities conducted with, or for, the ill, handicapped, elderly and institutionalized as an aid to their recovery or well-being. Garden Therapy programs now seek to involve people in garden-related activities within the scope of their individual capabilities.

There are two types of Garden Therapy projects:

1. Activities Projects: those conducted WITH the handicapped, homebound elderly or institutionalized, in which they participate actively. The therapeutic value lies in the DOING as well as in the end product.
2. Service Project: those conducted FOR the handicapped, home bound, elderly or institutionalized, without their participation. The benefit lies in the enjoyment of results.

The following guidelines should always be observed:

1. ALWAYS adhere to regulations set by the institution. (An institution is any place of residence of training for the handicapped - hospital, schools, clinics, jails, and convalescent homes, reformatories, nursing homes.)
2. Consider the abilities of club membership as well as needs in the institution, home, etc. Adequate and exact preparation is important.
3. KEEP appointments to work at scheduled time. Don't disappoint. Be discreet, but friendly. Often there is reserve on the part of the patient as well as volunteers at the beginning of any program. Start with a simple project and as confidence of the patient is won and volunteer becomes at ease, broaden the program.
4. Seek assistance from hospital personnel. If the project is large, request assistance from other clubs and

groups, always giving them deserved credit.

5. Follow the same guidelines when working with the home bound.
6. Contact the State Garden Therapy Chairman for information, material, and assistance.

HORTICULTURE

The work "*HORTICULTURE*" comes from two Latin words, meaning literally "*the cultivation of a garden.*" Horticulture is the foundation of gardening and design. Horticulture study involves community gardening, container gardening, indoor gardening, organic gardening, Xeriscaping gardening, improved cultivars, herb gardening, water gardening, vegetable gardening, native plants, wildflowers, trees, and shrubs.

The study and practice of improved methods of growing ornamental plants, as well as vegetables, should be a major project of all garden clubs. The quality and beauty of residential and community gardens and flower shows will be improved through growing newer and better varieties of plants, trees, shrubs, and vegetables. Horticulture programs should be designed to fit the needs of members and to promote interest in the art of growing plants.

Creating and maintaining progressive interest in horticulture may be achieved through the following suggestions:

1. Cover planned subjects: soil, landscape design, cultivation of various plants, vegetables, use of ground cover, shrubbery, vines, houseplants, etc.
2. Attend Landscape Design, Gardening Study Courses, and Flower Show Schools. Clubs should send representatives to attend classes and bring back information to club members.
3. Join plant societies to acquire special knowledge. Members may join different societies and pool information.
4. Study trees and their importance to the environment, those best adapted to climate, where and how planted.
5. Stress need to study horticulture through trips to arboretums, field and nature study trips, and country extension workshops.
6. Provide practical gardening information to members. Emphasize plant materials hardy to local areas.
7. Encourage growing and showing horticultural specimens. Display at club meetings. Experiment with unusual plants. Report to members.
8. Obtain information from the State Horticulture Chairman and the Programs/Illustrated Lectures Chairman. Other sources of information are NGC Member Services, county extension service, the West Virginia Department of Agriculture, and local nurserymen.
- 9.

MEMORIAL GARDENS

A memorial garden is one which commemorates or preserves the memory of an event, person or persons. It may be the project of a state, a garden club, or group of clubs, or may be sponsored by a non-garden club organization. The garden should be available for public use and may be open continuously, in certain seasons, or by appointment.

Small memorial gardens may include areas other than gardens, such as city entrances, honor parkways, small planted areas in state and city parks, memorials owned by municipalities or other organizations, cemeteries which have memorials or some perpetual care by garden club members. All of these should be reported to the state chairman.

SCHOLARSHIPS

WVGC provides scholarships in the field of conservation, landscape design, horticulture, and allied subjects and in the field of environmental protection. Funds for this scholarship come from interest from the Life

Membership Scholarship Fund. Scholarship applications will be forwarded by the State Scholarship Chairman to applicant upon request. Applications received are appraised by the Scholarship Committee and recommended to the Executive Committee for approval. The chairman shall receive semi-annual reports on scholastic standing of recipient and make reports upon request. Scholarships are presently available at West Virginia University. Information may be obtained from the State Scholarship Chairman.

SOUTH ATLANTIC REGION (SAR) UNIFIED PROJECT

The SAR Unified Project is chosen by the Regional Director at the beginning of the administration. It is a two-year project with awards to the states at the Regional Meeting at the end of that director's administration. Each state is expected to appoint a state chairman and to participate as a state.

WILDFLOWER PILGRIMAGE

The annual West Virginia Wildflower Pilgrimage at Blackwater Falls State Park was organized in May, 1962. Its purpose is to call attention to our state's natural beauty and profusion of birds and wildflowers. It has become a valuable addition to events listed by travel bureaus, and it has attracted people from many states.

The idea for the Pilgrimage was conceived by Mrs. Robert Parker of Glen White, Raleigh County. It was first sponsored by the Raleigh County Garden Council of Beckley and the Biology Department of West Virginia University, under the leadership of Dr. Earl Core. Assistance was given by the West Virginia Department of Natural Resources. The project was adopted as a long-range project of the WVGC at the 1966 Annual Meeting. Blackwater Falls State Park continues as Pilgrimage headquarters for the event, now sponsored by the WVGC, Brooks Bird Club and West Virginia Department of Natural Resources. A member of WVGC sits on the Permanent Steering Committee. Participation in the Pilgrimage pay a registration fee. This enables them to take part in botanical exploration within a fifty- mile radius of the park. Morning bird walks are conducted by ornithologists. Hikes and motorcades travel to Canaan Valley, Dolly Sods, Sinks of Gandy and other areas of special interest. All tours are led by trained leaders provided by sponsors and nearby universities and colleges. Evening programs consist of illustrated lectures, discussion of field trips and question and answer periods. Write the State Wildflower Pilgrimage Chairman for information concerning dates and programs.

YOUTH ACTIVITIES

How to Organize Ecotot, Junior, Intermediate and High School Gardeners:

Schools are the ideal place to organize an Ecotot, junior, intermediate or high school garden club. A federated garden club may sponsor such a group and call it an Ecotot, Junior, Intermediate, High School Garden Club, Ecology or Conservation Club. The sponsoring club accepts the responsibility for planning a balanced program including horticulture, flower arranging, participation in flower shows, workshops on design, field trips, landscape design, special projects of garden therapy, world gardening, conservation, nature study and environmental concerns. Qualified leadership is to be provided by the sponsoring club's membership.

A second method of forming youth garden clubs is to work in cooperation with Boy or Girl Scouts of all ages, children's homes, orphanages, special education schools, 4-H Clubs, and other youth organizations. If a club chooses this method of sponsoring a youth club, it must fulfill the requirements of the National and State standards.

National and State Standards for Ecotot, Junior and Intermediate Gardeners:

Must be sponsored by a federated club which is a member of NGC, must fit one of the criteria below:

- a. Ecotot Garden Club (3–5-year-olds)
- b. Junior Garden Club (kindergarten through sixth grade) - must have a minimum of six meetings a calendar year and have a minimum of six members.

c. Intermediate Garden Club (seventh through ninth grade, unless the ninth grade is part of a four-year high school; sixth graders may be included if school is a middle/intermediate school) - must have a minimum of seven meetings a calendar year and a minimum number of seven members.

1. Must register by sending annual dues per club to the State Assistant Treasurer. Include the name of the youth club, the number of members, the name of the sponsoring club and the adult leader. Also send the same information, with no dues, to the State Youth Activities Chairman.
2. Contact the State Assistant Treasurer for information on dues.

National and State Standards for High School Gardeners:

1. Must be sponsored by a federated club which is a member of NGC.
2. Membership must be limited to students in the tenth, eleventh and twelfth grade. Ninth graders may be included if the school is a four-year high school.
3. Must have a minimum of seven meetings in a calendar year and a minimum of seven members.
4. Must register by sending per-member dues to the State Assistant Treasurer and include the name of the youth club, number of members, name of sponsoring club and adult leader. Also send the same information, with no dues, to the State Youth Activities Chairman.
5. Contact the State Assistant Treasurer for information on dues.

Duties and Suggestions for Promoting Ecotot, Junior, Intermediate and High School Gardeners:

1. Sponsoring clubs should:
 - a. Include Ecotot, junior, intermediate, and high school garden clubs in programs at the beginning of the garden club year.
 - b. Select a qualified member in the club and appoint as youth activities chairman. This chairman must like young people and be able to lead, inspire and teach them, should be patient, dependable, willing to learn, have a knowledge of gardening, help plan good programs and be enthusiastic about youth gardening.
 - c. Provide youth chairman with an adequate budget and club support in their programs and projects.
2. Club chairmen for Ecotot, junior, intermediate, and high school gardeners should:
 - a. Be enthusiastic about youth clubs.
 - b. Choose competent committee to work with youth.
 - c. Make a yearbook, if possible, outlining the year's work. A youth club would like to have its own book and may help by making yearbook covers. A yearbook helps the chairman have a planned program for each meeting and balanced programs for the year and will help in applying for awards.
 - d. Plan interesting programs that best carry out National and State standards for youth clubs.
 - e. Provide information guides for Ecotot, junior, intermediate, and high school gardeners, which are available online.
 - f. Read the *WV Garden News* and *National Gardener*. Both publications have interesting and informative news of other youth clubs in addition to helpful suggestions, program materials and changes in procedures.
 - g. Keep sponsoring club informed of activities of youth club.
 - h. Publicize club activities and keep an up-to-date record. This record will help when applying for an award.

Every adult garden club member should welcome the opportunity of sharing their garden club talents with the young people in the community. Each member has at least one talent to share with youth.

CONTINUING EDUCATION FOR MEMBERS (*All Sections Under Review*)

The WVGCI encourages continuing education for its members by providing schools and workshops, which are available to any member of a garden club and to the public.

ENVIRONMENTAL SCHOOLS

The Environmental Schools are established to elevate the level of environmental literacy across the nation and to provide knowledgeable resource people working together with guidance from NGC as a force for good within their communities.

The school will be designed and staged according to the recognizable pattern that has been established for Flower Show, Landscape Design and Gardening Study Schools.

Persons may attend for personal growth and not take the exam, or they may take the school for credit by successfully passing the examination. On successful completion of one school for credit, the student will be designated Environmental Intern. On successful completion of all four courses, the Intern will have earned the nationally accredited NGC designation Environmental Consultant.

Federated garden club members will be eligible to form or join Environmental Councils by successfully completing for credit one approved school. Environmental Councils will be encouraged to be established throughout the country. The primary activity of Environmental Councils will be to further environmental education programs for people of every age and interest. NGC will provide ideas for possible programs, but each council will determine the scope of their endeavors.

To maintain credentials, Environmental Consultants will be required to attend approved advanced studies with a 5-year period. Refer to NGC's current policy for maintaining credentials.

FLOWER SHOW SCHOOLS, JUDGING CERTIFICATES AND SYMPOSIA

The purpose of a series of Flower Show Schools is to encourage improved flower shows, increase interest in horticulture and artistic design, develop and maintain a high level of judging. There are four courses in a series of schools. The school's standards and requirements are established by NGC to train garden club members to become qualified judges through classes in flower show procedures, horticulture, and artistic design. A reading examination, covering required reading for all four courses is given after completion of series.

WVGCI sponsors the Flower Show Schools through garden club assessment. The assessment is paid annually by each garden club and is divided equally between Flower Show School and Landscape Design School.

The responsibility for the Flower Show school is assumed by Districts in rotation. Schools are scheduled by the State Flower Show Schools Chairman with the approval of time and date by the State President and Executive Committee. Flower Show Schools are held in different locations in the state so all club members will have an opportunity to take advantage of this continuing education project. Schools provide valuable program and workshop material for clubs in horticulture, artistic design and flower show procedure. It is not necessary for people attending the schools to take them for credit. Every garden club is urged to attend each Flower Show School to obtain the excellent information provided for their club use.

Flower Show Schools are open to non-members as well as members of garden clubs. Only NGC federated members or non-members who, for acceptable reasons, expect to become NGC members in the immediate future, may take the school for credit toward becoming flower show judges. All Flower Show Schools are sponsored by WVGCI. Detailed information on curriculum and requirements for the schools can be found in the latest edition of NGC's "*Handbook for Flower Shows*" available online.

Judging Certificate Requirements:

1. Student Judges: must have successfully passed three Flower Show Schools.
2. Accredited Flower Show Judge: must have passed five Flower Show schools, the reading examination based on required reading and completed blue ribbon and judging requirements. (See "*Handbook for Flower Shows*" - latest edition, which may be obtained from NGC Member Service.)
3. Accredited Flower Show Judge with Life Certificate: must have received a certificate after completing three symposiums or two symposia and one refresher course in Flower Show Schools Course III, IV and meet other requirements outlined in the "*Handbook for Flower Show Schools*" - latest edition.

4. Accredited Flower Show Judge with Master Certificate: must have obtained a Life Certificate and successfully completed two symposia spaced at least four months apart. Procedure and requirements are outlined in the *"Handbook for Flower Shows"* - latest edition.
5. Accredited Flower Show Judge in *"Good Standing"*: must hold a judging certificate and must audit a symposium every three years.
6. Judge Emeritus status: a Master Judge in *"Good Standing"* how no longer wishes to judge, may request to be assigned this status, which means they may be active in the judges' organization, but are no longer eligible to judge Standard Flower Shows or evaluate them for NGC or State Clubs.

All records of judges and information pertaining to Flower Show School credits, reading examinations and extensions are kept by the State Credentials Chairman. This chairman approves applications for courses, certificates, and audit for *"Good Standing"* Certificates.

West Virginia Council of Nationally Accredited Flower Show Judges:

The West Virginia Council of Nationally Accredited Flower Show Judges is a self-supporting organization with its own bylaws. The Judges Council President serves as a member of the WVGCI Board of Directors, whose duties are listed in another section of this handbook.

Purpose:

1. To interpret NGC standardization rules of judging as outlined in the last edition of *"Handbook for Flower Show Judges."*
2. Disseminate information to members of the Council to improve and maintain a highly qualified leadership of judges.
3. Promote sound ethics of judging and advanced study.
4. Encourage Standard Flower Shows of high quality.
5. Inspire a better understanding among exhibitors, judges, and flower shows sponsors and the public.
6. Encourage the organization of local judges' councils to provide continuing study and experience in judging policies and objectives of the Standard Flower Show.

Local Judges Council:

The Local Judges Council is composed of a local group of judges, organized and governed under the same purposes, bylaws and requirements as the West Virginia Council of Nationally Accredited Flower Show Judges. The Council is self-supporting as members pay dues and provide leadership.

Purpose:

1. Unify judging by keeping member judges informed of any new ruling.
2. Provide helpful assistance to student judges.
3. Promote the study of worthwhile new books and literature related to judging.
4. Keep pace with new trends in floral design.
5. Stress high standards of judging.
6. Study and disseminate latest information on horticulture and gardening methods.
7. Tour gardens and arboretums.
8. Promote local flower shows by providing assistance on schedule writing and workshops on exhibiting, flower show procedure and design.
9. Study and hold workshops on new artistic design trends.
10. Provide leadership for garden clubs in your local area.
11. Possess a copy of the latest edition of NGC's *"Local judge's councils or judges who have no council in their area, may write to State Judges Council Chairman for information and assistance."*

SYMPOSIUMS

A Symposium is an advanced course of Flower Show Schools. The program content reflects new developments in horticulture and modern and futuristic concepts of design. Requirements for conducting a

Symposium and the qualification for judges taking the course for credit are outlined in the latest edition of NGC "*Handbook for Flower Shows*". A Symposium is open to any interested individual, but only qualified judges may take it for credit. Judges to remain in "*Good Standing*" must audit a symposium every three years.

GARDENING STUDY COURSES

Realizing that gardening is the foundation of garden clubs, NGC adopted a Gardening Study Course in 1977. Gardening Study Courses are patterned after the Flower Show Schools with several days in lectures and workshops, an examination, required reading, and provisions for refresher courses.

LANDSCAPE DESIGN SCHOOL

The purpose of this school is to educate the members and public in the area of landscape design. The main object is to provide instruction in good standards of outdoor aesthetics and develop critics of landscape architecture equipped to take an active intelligent part in community improvement.

Landscape Design courses are set up as a series of four schools, under NGC's approved instructors. The schools are open to any interested individual, but only members of federated garden clubs are eligible for the Landscape Design Consultant's Certificate issued by NCG after all requirements have been successfully completed. WVGCI sponsors the Landscape Design Schools through garden club assessments. The assessment is paid annually.

A Nationally Accredited Landscape Design Consultant is qualified to serve intelligently as a member of park boards, highway commission, school grounds committee, etc.; is able to collaborate with design professionals in planning grounds of public buildings, parks and roadsides; is well enough informed to influence public officials in obtaining competent professional landscape architectural help when planning public outdoor areas; is qualified to help others develop an appreciation and love for the natural countryside which is our heritage; has ability to help the community develop a sense of pride in home grounds and surroundings through an informed approach and is equipped to make changes in the community which will enhance beauty, usefulness, convenience and ease of maintenance.

LANDSCAPE DESIGN CONSULTANT'S COUNCIL

The Landscape Design Consultant's Council was organized in 1966. It consists of members holding a Landscape Design Consultant's Certificate. Students who have passed any two Landscape Design study courses may be eligible for provisional membership for a period not exceeding three years.

The council holds one meeting a year, at the time of the Annual Meeting of WVGCI. It gives an award at the Annual Meeting to a club, or clubs having completed the best landscaping project in cooperation with another civic group.

Objectives:

1. To keep abreast of new books and publications in the field of landscaping.
2. To encourage garden club members to obtain Landscape Design Consultant's Certificate.
3. To work closely with the Landscape Architecture Department of West Virginia University.
4. To help judge and designate awards wherever landscaping is involved.
5. To encourage members to serve on state and local planning boards and civic development committees.
6. To present workshops and conduct tours; to practice evaluating public and domestic designs.

The Council should engage professional landscape architects to lecture and conduct workshop sessions.

To maintain credentials, Landscape Design Consultants shall be required to attend approved advanced studies within a five-year period. Refer to NGC's current policy for maintaining credentials. All Landscape Design Schools will be open to the public. To take the school for credit, you must be a member of a federated garden club.

HISTORY OF WEST VIRGINIA GARDEN CLUB

On October 8, 1929, a group of men and women interested in the garden club movement met in Charleston to consider the feasibility of organizing a state garden club. The subject was thoroughly discussed with the result that the West Virginia Garden Club was organized.

The new organization was a federation of garden clubs in West Virginia. Its principal objective was *"the preservation of natural scenic beauties and the stimulation of civic interest in landscape gardening"*.

WEST VIRGINIA GARDEN CLUB OFFICIAL SEAL

The official seal was adopted at the Forty-Second Annual Meeting in March 1972 during the administration of Mrs. George Patterson. It was designed by Mrs. David Crickenberger. The seal features the state flower, the rhododendron, with mountains in the background. This seal replaced the bittersweet seal adopted in 1932.

The seal is not to be used by anyone for any purpose other than official business as authorized by the State President. It is not to be used by clubs, councils, districts, or committee chairmen other than on the stationary furnished by the State Executive Office.

HISTORY OF WVGCI PRESIDENTS

A brief history of all of our State Presidents may be found on our website www.gardenclub.com.

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