

## **A GUIDE FOR GARDEN CLUB PRESIDENTS**

Your Club is looking to you for inspiration and leadership during your term of office. Tennessee Federation of Garden Clubs, Inc. (TFGC) officers and your District officers have pledged themselves to help you do your job. Call upon them! Support National Garden Club (NGC), Deep South Garden Clubs (DSGC) and TFGC projects of special interest to your club.

**BE CHEERFUL! ENJOY YOUR PRESIDENCY!**

**RESOURCES:** Names and addresses of TFGC officers and chairmen appear in the Summer issue of The Volunteer Gardener magazine (TVG); District officers and chairmen are published in the TFGC Procedures Manual distributed to the TFGC Board of Officers and Chairmen. District Directors provide a manual to each garden club president with the district board, forms and other pertinent information. Names and addresses of NGC officers and chairmen can be found on the NGC website, [www.gardenclub.org](http://www.gardenclub.org). These will be updated after the NGC convention where installation of officers takes place. NGC Roster Changes appear in each issue of The National Gardener. NGC publications covering many areas of garden club work are listed in the Member Services Section available from the NGC website and will provide clubs valuable background information to promote the projects of NGC and TFGC. TFGC website, [www.tfgconline.org](http://www.tfgconline.org), provides TFGC forms, TFGC projects and District information.

**BYLAWS:** Districts are an integral part of TFGC. Each District shall comply and follow the TFGC Bylaws, Standing Rules, Duties of Officers and Racheff Treasurers and Committee Chairman Job Descriptions. Information from these documents can be acquired from the District Director or view and print copies from the TFGC website. Read the minutes of your club from the beginning for background knowledge and continuity. NGC Bylaws and Fifty Years of Service, a history of NGC, are available from the NGC website.

**PARLIAMENTARY PROCEDURE:** Study basic parliamentary procedure to expedite business meetings. Be prepared with an Agenda for each meeting. Keep business meetings brief as possible. Recommend *Robert's Rules of Order Newly Revised* for the club Parliamentarian.

**CLUB YEAR:** Establish your club year from April 1 to March 31 to coincide with NGC and TFGC calendars. Garden club events (flower shows, etc.) should not be scheduled on the same dates as TFGC and District meeting events.

**PARTICIPATION:** Your participation in all programs, projects and activities of TFGC and NGC is on a VOLUNTARY basis. Please note that the ONLY requirement a TFGC garden club MUST observe is payment of dues to TFGC. It is only when applying for awards that specific requirements must be met. Plan to attend your Spring and Fall District Meetings, Conservation Camp and TFGC Convention. Deep South Garden Clubs and NGC Conventions are fun and every member of your club is eligible to attend.

A local Council membership is also on a voluntary basis; however, they serve the community in which you live and you are invited to join, attend and participate in their activities.

**STATE NOTIFICATION OF CLUB PRESIDENT’S NAME:** March 1 is the deadline for sending the club president’s name, address, club name and District number to your District Director. The club president will then receive all correspondence.

**FEDERATION EMPLOYEE IDENTIFICATION NUMBER (EIN):** With the change of garden club treasurers, banks will request an EIN number for a new garden club account. Garden club accounts should have more than one signature on the account; three is recommended. If your club does not have this EIN number already, call IRS 1-800-829-0155 or visit IRS Website IRS.gov and go to “more information”. TFGC has their own EIN number and a TN Department of Revenue Certification of Sales and Use Exemption for usage only by TFGC and for district meetings.

**DUES DEADLINE:** TFGC Dues are payable April 1. June 1 is the deadline for dues per member to TFGC in order to be eligible for awards. Clubs whose dues are not paid by June 1 are considered delinquent. Clubs in arrears shall automatically be dropped September 1. A club that desires reinstatement in TFGC after one or more years of absence shall pay the seven dollars (\$7.00) re-admission fee plus seven dollars (\$7.00) per member dues for the current year and shall have the endorsement of the District Director and the District Membership Chairman in whose district the club is located. The name of the club shall be submitted to the TFGC Membership Database Chairman. No dues are paid by the club of record for TFGC Life Members. TFGC Life Members belonging to more than one club pay dues to TFGC in all clubs EXCEPT the club of record. Using TFGC Form C – Membership/Dues Form, follow the directions given on the Form and check for accuracy. Dues for new members should be forwarded after Form C has been submitted using Form D – New Member Notification Form as new members are not counted or credited to your club, nor receive *The Volunteer Gardener* until dues are received.

**DONATIONS AND OTHER MONIES:** See TFGC Form F – Informational Form “Where to Send Checks for TFGC”. The form is an overview of TFGC Forms, donation subjects, TFGC projects, events and membership status. All subjects are on a voluntary basis by a club or club member.

**CHANGE OF ADDRESS:** Report any change of address promptly using TFGC Form E – Member Change Notification. If a member does not receive their TVG, contact the TFGC Membership Database Chairman with the member’s name, address, club name and District.

**PUBLICATIONS:** The Club President receives a complimentary copy of *The National Gardener*, official publication of NGC, and ALL TFGC members receive *The Volunteer Gardener*. Encourage club members to subscribe to *The National Gardener* (see rates on page 1 of an issue). Read both

publications for helpful hints and general information. Mark items of interest to call to the attention of your members. Keep copies two years for reference.

**AWARDS:** Study the awards offered by your Council, District, TFGC, DSGC and NGC. Plan your garden club year with projects and programs of interest to your members for which you can apply for an award. Keep records and assemble materials needed for the award application as the project progresses. Award requirements are guides to help you have a rewarding and exciting club year. The number of members recorded on Form C-Membership/Dues Form is the number to use on the Awards Application Form when applying for awards each year. Observe award deadlines for submission of award applications. Your District and TFGC Awards Chairmen will assist you.

**FLOWER SHOWS:** Consider participating in or staging a Standard Flower Show or Small-Standard Flower Show at least once every other year. This is a recommendation and NOT A REQUIREMENT. A flower show enables all of us, as well as our communities, to enjoy the beauty of our gardening efforts and achieves one of NGC's goals.

**REPORTS:** Club President's Report is due January 15, and the report form is available on the TFGC website. Keep notes on work accomplished during the year, secure data asked for on the form prior to the deadline and you will have the information for this report. All work done during the club year should be reported. Make copies of all reports and at the expiration of your term, present these reports, along with your complete file to your successor. Encourage club chairmen to report your club activities to the corresponding District chairman so that they may report them to the TFGC Chairman. Reports made to the District Director are combined and reported to the TFGC President who, in turn, incorporates them into the national report. Elaborate on any outstanding, successful and/or fun project by your club. Donations, projects and special activities may seem unimportant alone, but when added to similar programs by other clubs, the cumulative results are impressive and meaningful for TFGC.

**MEMBERSHIP PROMOTION:** All of us present the garden club image to the community and we have a responsibility to serve as horticultural stewards of our communities. Enlist the aid of those who share similar beliefs and objectives by encouraging members to join affiliate groups and plant societies to promote a shared membership. Make membership in a garden club attractive and inviting in your community. Plan activities for membership promotion and make the public aware of your presence and influence. Familiarize yourself with the advantages of a garden club and work toward increasing club membership and organizing new clubs. Notify your District Director of all prospective new clubs in your area.

**OBLIGATIONS OF CLUB PRESIDENTS TO TFGC:** In addition to the above, club presidents should study and explain to the club the TFGC, DSGC and NGC objectives, goals and projects and encourage support for them. The more members know about TFGC, DSR and NGC, the more they will realize they are part of the largest volunteer organization in the world – National Garden Clubs, Inc.

