

TENNESSEE FEDERATION OF GARDEN CLUBS, INC.

FORM I: A GUIDE FOR GARDEN CLUB PRESIDENTS

The Tennessee Federation of Garden Clubs, Inc. (TFGC) President, BOD officers, your District Director, and District officers have pledged to help you be successful during your term.

National Garden Clubs (NGC), Deep South Garden Clubs (DSGC), and TFGC provide projects of special interest to your club.

This guide contains information about the following TFGC topics for garden club presidents:

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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. Keep records and assemble materials needed for award applications as projects progress. Award requirements can serve as guides to help you have a rewarding and

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exciting club year. The number of members recorded on Form C—Annual Membership & Dues is the number to use on the [Awards Application form](#) when applying for awards each year. Observe award deadlines for submitting award applications. Your District Director and Awards Chairs can assist you.

Bylaws

Districts are an integral part of TFGC. Each district shall comply and follow the:

- TFGC Bylaws
- TFGC Standing Rules
- TFGC Duties of Officers and Racheff Treasurers
- TFGC Committee Chair Job Descriptions

You can acquire information about these documents from your District Director, or you can view or print copies from the TFGC website under About Us, Leadership, [Governance](#).

For background knowledge and continuity, consider reading the minutes of your club from the beginning. Also, NGC Bylaws and Standing Rules are available on the [NGC website](#).

Change of Address

Report any change of address promptly using [Form E—Member Status Change](#).

Club Year

Establish your club year from April 1 to March 31 to coincide with NGC and TFGC calendars. Do not schedule garden club events (flower shows, etc.) on the same dates as TFGC and District meeting events.

Donations & Other Monies

See [Form F—Information about Forms \(Donations, Dues, Expenses\)](#). This document is an overview of TFGC forms, donation funds, projects, events, and membership status. All donations are given on a voluntary basis by a club or club member.

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 are automatically dropped from TFGC on September 1.

A club that desires reinstatement in TFGC after one or more years of absence must pay the \$10 readmission fee, plus dues of \$10 per member for the current year. The club must also have the endorsement of the District Chair and the District Membership Chair in whose district the club is located. The name of the club is submitted to the TFGC Membership Database Chair.

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 [Form C—Annual Membership & Dues](#), follow the form's directions and check for accuracy. After Form C has been submitted, dues for new members are forwarded with [Form D—New Member Notification](#).

NOTE: New members are not counted or credited to your club until dues are received.

Employee Identification Number (EIN)

When a garden club treasurer is voted in, banks 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 the [IRS website](#) and search for “EIN.” TFGC has its own EIN number and a Tennessee Department of Revenue Certification of Sales and Use Exemption for usage only by TFGC and for district meetings.

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.

Membership Promotion

All of us present a positive garden club image to our communities, 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 to promote membership, 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 other topics mentioned in this document, club presidents should study, explain, and promote to their clubs the objectives, goals, and projects of TFGC, DSGC, and NGC.

The more that members know about TFGC, DSGC, and NGC, the more members will understand and appreciate that they are part of the largest volunteer organization in the world—National Garden Clubs, Inc.

Parliamentary Procedure

Study basic parliamentary procedure to expedite business meetings. Be prepared with an agenda for each meeting. Keep business meetings as brief as possible. Recommend *Robert’s Rules of Order*, 12th edition, to your club’s parliamentarian.

Participation

Your participation in all programs, projects, and activities of TFGC and NGC is on a voluntary basis.

NOTE: The ONLY requirement a TFGC garden club MUST observe is payment of dues to TFGC.

It is only when you apply for awards that specific requirements must be met. Plan to attend your spring and fall district meetings, Conservation Camp, and the TFGC Convention. DSGC and NGC conventions are also fun, and every member of your club is eligible to attend.

A local Council membership is also on a voluntary basis. Because your Council serves the community where you live, you are invited to join, attend meetings, and participate in activities.

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Publications

The Club President, as well as club members, can receive digital copies of *The National Gardener*, the official publication of NGC. You can subscribe from the [NGC website](#); there is no cost.

All TFGC members have digital access to *The Volunteer Gardener* through the [TFGC website](#). Encourage club members to read both *The National Gardener* and *The Volunteer Gardener* for helpful hints and general information.

Reports

The Club President's Report is due on January 15, and the [report form](#) is available on the TFGC website. Keep notes on work accomplished during the year, enter data asked for on the form before the deadline, and you will already have the information you need for this report.

Document all work done during the club year. Make copies of all reports and when your term expires, present these reports, along with your complete file, to your successor. Encourage club chairs to report your club activities to the corresponding District Chair so that they may report them to the TFGC Chair. Reports made to the District Director are combined and reported to the TFGC President who, in turn, incorporates them into the national report.

Be sure to elaborate on any outstanding, successful, or fun project by your club. Donations, projects, and special activities may seem unimportant on their own, but when added to similar programs by other clubs, the cumulative results are impressive and meaningful for TFGC.

Resources

Names and email addresses of TFGC officers and chairs can be found on the TFGC website under [About Us, Leadership, Officers & Chairs](#). The website also contains TFGC's [Bylaws, Standing Rules, and Job Descriptions](#) for both officers and committee chairs. The [Board Directory](#) is available under About Us, Leadership.

NOTE: You need a password to access the directory. Information about TFGC districts can be found under [About Us, Districts](#).

Names and email addresses of NGC officers and directors can be found on the [NGC website](#). These names are updated after the NGC convention where officer installation takes place. NGC roster changes appear in each issue of *The National Gardener*. NGC publications covering many areas of garden club work are listed under [Member Resources](#). These publications provide clubs with valuable background information on promoting NGC and TFGC projects. The [Tennessee Federation of Garden Clubs website](#) provides TFGC forms and details about TFGC projects and the four districts.

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.