



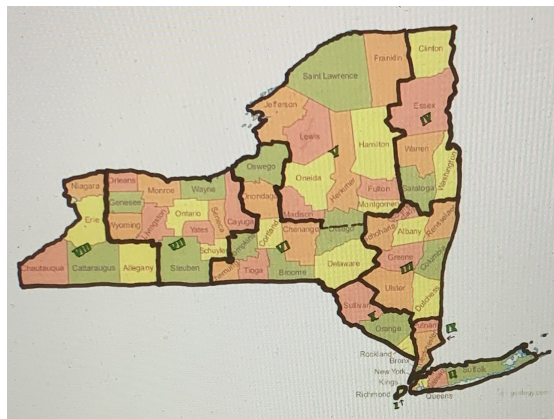
Manual For District IV

Member of:

National Garden Clubs, Inc.
Central Atlantic Region
Federal Garden clubs of New York State, Inc.

First published spring 2002
Revised 2022, 2009

This manual has been prepared to help
Officers and board members fulfill their duties to
National Garden Clubs, Inc.
Central Atlantic Region
Federated Garden Clubs of New York State, Inc.
and
District IV



Counties of District IV:
Clinton
Essex
Hamilton
Warren
Washington
Saratoga

Charlanne McDonough, District Director 2019-2023
Committee Members:
Annette Newcomb, Barbara Millington, Sharon Meyers, Linda Fay, Sue Van Ommeren,
Janet Mitchell, Leona Brownell, Judy Esposito

CONTENTS

Past District Directors	4
Objectives of National Garden Clubs, Inc., Federal Garden Clubs of New York State, Inc.	5
General Duties of Board Members	6
Elected Officers and their Duties	7-8
District Chairmen and their Duties	8-13
Meetings State, District, and Club	14
District Meetings	14-17
Awards	18-20
District Workshops	21
By-Laws	last 3 pages

Past District Directors

1926-1929	Miss Allena Pardee	Katrina Trask Garden Club
1929-1932	Mrs. J. Arthur Donaldson	Katrina Trask Garden Club
1932-1934	Miss Katherine Louise Pralph	Katrina Trask Garden Club
1934-1936	Mrs. F. E. Hitchcock	Plattsburgh Garden Club
1936-1938	Mrs. Wallace Howell	
1938-1941	Mrs. Arthur Bumpstead	Katrina Trask Garden Club
1947-1949	Mrs. C. Edmund Vogel	Katrina Trask Garden Club
1949-1950	Mrs. Robert Bartow	Canojoharie Garden Club
1950-1952	Mrs. Charles Haas	Schuylerville Garden Club
1954-	Mrs. Herbert Secor	Ballston Spa House & Garden Club
1966-1968	Florence Traver	Lake George Community Garden Club
1968-1970	Elta Parker	Lake George Community Garden Club
1980-1982	Jean Lynch	Katrina Trask Garden Club
1982-1985	Louise Welch	Katrina Trask Garden Club
1985-1987	Charlotte Jones	Elizabethtown/Westport Garden Club
1987-1989	Phyllis Mullen	Elizabethtown/Westport Garden Club
1989-1991	Maki Jacknowitz	Heritage Garden Club
1991-1993	Bunny Johnson	Lake George Community Garden Club
1993-1995	Lottie Wincowski	Heritage Garden Club
1995-1997	Janet Billingsley	Elizabethtown/Westport Garden Club
1997-1999	Phoebe Hunt	Schuylerville Garden Club
1999-2001	Margaret Spiezio	Schulyerville Garden Club
2001-2003	Rose Marie Viscardi	Carillon Garden Club
2003-2005	Remigia Foy	Katrina Trask Garden Club
2005-2007	Jackie Viestenz	Carillon Garden Club
2007	Maki Jacknowski	Heritage Garden Club
2007-2009	Pat Wania (Acting Director)	Carillon Garden Club
2009-2011	Pat Wania	Carillon Garden Club
2011-2013	Pat Leonard	Elizabethtown/Westport Garden Club
2013-2015	Laurene Tompkins	Ballston Spa House & Garden Club
2015-2017	Judy Esposito	Ballston Spa House & Garden Club
2017-2019	Judy Esposito	Ballston Spa House & Garden Club
2019-2021	Charlanne McDonough	Lake George Community Garden Club
Present	Charlanne McDonough	Lake George Community Garden Club

NATIONAL GARDEN CLUBS, INC.

Objectives

1. Provide education, resources and national networking opportunities for its members.
2. Promote the love of gardening, floral design, civic and environmental responsibility.
3. Aid in the protection and conservation of natural resources.
4. Promote civic beautification and encourage the improvement of roadsides and parks.

National Garden Clubs, Inc. is a not-for-profit educational organization with headquarters next to the Missouri Botanical Garden in St. Louis, MO. NGC awards annual college scholarships, sponsors courses in environmental education, flower arranging, gardening study, and landscape design; and promotes good horticultural practices.

NGC supports community service projects, sponsors outreach programs for youth and international affiliates, and encourages civic development and legislative advocacy.

FEDERATED GARDEN CLUBS OF NEW YORK STATE, INC.

Objectives

1. Coordination of interest of member clubs and promotion of mutual helpfulness.
2. Encouragement of environmental improvement.
3. Advancement of the arts of gardening, flower arranging, and landscape design.
4. Leadership of Juniors, Intermediate, and High School Gardener Groups.
5. Encouragement of garden therapy programs.
6. Cooperation with other organizations to promote interest in horticulture and the advancement of plant research.

DISTRICT IV

Objectives

1. Cooperate in carrying on the goals of the National Garden Clubs, Inc. and the Federated Garden Clubs of New York State, Inc.
2. Bring member clubs in closer relationship of mutual helpfulness.
3. Serve as an educational source for member clubs.
4. Encourage the art of gardening, horticulture, landscape design, and flower arranging.
5. Encourage civic planting, beautification, and the preservation of scenic and historic locations.
6. Arouse public interest in environmental concerns and conserving the natural beauty and resources of New York state, the nation, and the world.
7. Adhere to the FGCNYS policy on "Protected Native Plants." A list of protected and endangered plants can be found at the DEC website or is available from any local DEC office.

General Duties of Board Members

The Executive Committee consists of all elected offices, all club presidents, and the immediate past district director. It is responsible for all district activities and provides direction and leadership. The full Board of Directors consists of all of the above plus appointed chairmen. It is the administrative and policy making team for the district. Officers are elected by the general membership at the fall district meeting in even numbered years, are installed at the following spring meeting, and serve for a period of two years.

Appointed chairmen Serve for the term of the appointing District Director.

Members of the Board of Directors are expected to present a report and are required to attend all board meetings. If unable to attend, courtesy requires that the board member notify the District Director or other designated officer of her inability to attend. If, for some reason, a member must vacate their position, a letter of resignation must be sent to the District Director.

Anyone holding an elected or appointed position on the board should become familiar with district procedures and guidelines.

1. Become familiar with the duties of your office or chairmanship, which are outlined in this manual and are in the folder the District Director has prepared for you. Review any files which have been passed on by your predecessor.
2. Club presidents give an oral report at the spring district meeting. Board chairmen give an oral report at the fall district meeting.
3. All chairmen and club presidents are expected to prepare a report with four (4) copies. One copy goes to the District Director, one copy is filed with the recording secretary, one copy is given to the newsletter editor, and one copy goes into your files. Date all reports and correspondence. Reports for *The Garden Gate* newsletter are encouraged all year.

Club Presidents and Their Duties

Leads the club and speaks for the club.

Convenes and presides over club meetings.

Organizes and delegates club projects.

Develops assignments for club committee members.

Is a member of the Executive Committee by virtue of her office.

Gives one yearbook to each of the other club president, the District Director, the district program chair, and the district awards chair. Gives three yearbooks to the district yearbook chairman for judging. (14 total yearbooks).

Notifies the district award chairman of any awards for which the club is eligible.

DISTRICT ELECTED OFFICERS AND THEIR DUTIES

District Director

Attends all state board meetings as an Executive Committee member.

Leads the district.

Organizes and delegates district projects.

Speaks for the district.

Presides over Board of Directors and district meetings.

Appoints all committee chairmen.

Is an ex-officio member of all committees, except the nominating committee.

Promotes awareness of national, state, and district objectives by organizing workshops as approved by the district board.

Attempts to visit each federated club during her/his administration.

Attend flower shows and special events of clubs as her schedule permits.

Keeps membership informed of national, state, and local events and projects.

Has regular meetings with all club presidents.

Signs all contracts for venues relating to district activities.

Cooperates with other organizations to further the goodwill of the federation.

Meets with the advisory committee once a year or as needed.

Promotes awareness of national, state, and district objectives by organizing workshops as approved by the district board. Procedures for organizing workshops may be found on p. 21 of this manual.

At the end of her/his administration, gives complete district files and all district properties to her successor.

Assistant Director

In the absence of the District Director, assumes the duties of the office.

Serves as the consultant, as needed, to assist in formulating, achieving, and evaluating various committee goals.

Serves as consultant, as needed, in developing club yearbooks and programs.

Shall be responsible for selecting the program portion of all district meetings, working with the District Director and the host club.

Meets with the advisory committee once a year or as needed.

Works with membership chairman to encourage member participation in district projects and meetings.

Explores means by which community recognition of Federated Garden Clubs can be expanded and enhanced.

Encourages members at all levels to better understand the district objectives and structure, integrating them with personal needs and goals.

Recording Secretary

Keeps an official record of all business conducted by the district.
Attends and records minutes of all meetings at which district business is conducted.
Maintains a record of attendance at all board meetings.
Records motions and the name of the mover in the motion.
Reports all decisions that take place at board and district meetings.
Distributes minutes to all members of the Board of Directors.
Maintains a file of all minutes, by-laws changes, and reports.

Corresponding Secretary

Sends written or electronic notices to all district board members of the time and place for board meetings.
Sends other correspondence at the request of the District Director.
Reports at meetings the correspondence sent to the district.

Treasurer

Pays routine operating expenses for the district.
Keeps financial records for each fiscal year.
Presents the financial books to auditors at the request of the District Director. The fiscal year ends on the last day of February.
Registers her own and the District Director's signature with all banks with which the district has accounts.
Handles all checking and savings account transactions.
Performs all bookkeeping duties for the district, keeping careful records of all income and expenses.
Prepares a treasurer's report for each district board and district meeting.
Brings unusual or unauthorized expenses to the Board of Directors for prior approval.
Prepares an annual budget for the April board meeting.

DISTRICT CHAIRMEN AND THEIR DUTIES

All chairmen will be responsible for the following where appropriate:

1. Prepares oral and written reports for the district meetings and *The Garden Gate*.
2. Recommends speakers to the district program chair.
3. Prepares educational exhibits and programs for member clubs as requested by the District Director.
4. Makes the district award chairman aware of any club projects that are eligible for awards relating to her chairmanship.
5. Advises member clubs about awards offered related to their chairmanship.
6. Passes a file of duties, records, reports, and activities to her/his successor.

ADVISORY COMMITTEE

The immediate past district director is chairman and sits on the Executive Committee. The committee is comprised of all past district directors.

Advisors act as ambassadors of goodwill, promoting projects and activities of National Garden Clubs, Inc., the Federated Garden Clubs of New York State, Inc., and the district to the general membership.

The committee meets with the District Director and the assistant director once a year or as needed.

ARBORICULTURE

Promotes the planting of trees as a national, state, and district objective.

Advises member clubs about Arbor Day programs and activities.

ARBORETUMS-BOTANIC-MEMORIAL GARDENS

Promotes public gardens as a national, state, and district objective.

Keeps a list of arboretums, botanic, and memorial gardens in the district.

Promotes the creation of memorial gardens by member clubs.

AWARDS

Promotes national, state, and district awards.

Keeps a current state awards manual.

Advises member clubs about how to apply for awards from state and district.

Prepares district awards forms for presentation at spring and fall meetings.

Alerts state awards coordinator of applications received by established deadline.

Arranges for evaluation and assigns evaluation panels as needed to comply with awards policy.

Receives, evaluates, and forwards books of evidence to the appropriate state awards chairman before established deadlines.

Prepares a list of awards presented at the district meetings and for *The Garden Gate*.

Keeps a file of the following: FGCNYS Awards manual, district awards list, *National Gardener*, sample book of evidence, and lists of awards given for the current last administration.

BIRDS

Promotes appreciation and understanding about wild birds, bats, and insects as a national, state, and district conservation objective.

BLUE STAR MEMORIAL

Promotes understanding about and placement of Blue Star Memorial markers national, state, and district objective.

Keeps a list of Blue Star Memorial markers and their locations within the district objective.

Works for the placement of highway and by-way markers by member clubs within the district.

Prepares an annual report about the status of existing Blue Star Memorial markers and

Blue Star By-Way markers and recommends any needed improvements in their landscaping. The report should be presented at the spring district meeting.

BOOK OF RECOGNITION AND NYS LIFE MEMBERSHIP

Promotes the purposes of the Book of Recognition and Life Membership programs by national and state organizations. Funds received are dedicated for scholarships to youth and garden club member and/or educational publications that benefit members. Notifies state directory chairman upon the death of any Life Member. Informs the clubs that to enter a name in the Book of Recognition costs \$10; State life Membership costs \$100, and National Life Membership costs \$200.

CALENDARS/NATIONAL GARDENER

Promotes the use of National Garden Clubs calendars by members. Contacts member clubs for orders and places a district group order for the National Garden Clubs calendars with the state chairman by the established deadline. Receives the calendars and separates them and distributes them to each club. Collects money owed by the clubs before distributing calendars. Distributes the calendars to club calendar chairmen or club presidents at the fall district meeting. Turns calendar money in to the district treasurer. Promotes subscription to *The National Gardener*, the official publication of National Garden Clubs, Inc.

CIVIC DEVELOPMENT AND HISTORIC PRESERVATION

Promotes civic development and historic preservation as a national, state, and district objective for the betterment of life in New York state communities. Reports annually by March 1 to the state historic preservation chairman about district activities.

ENVIRONMENTAL CONCERNS

Promotes awareness of national, state, and district concerns for the environment. Promotes participation in state environmental education projects by member clubs. Encourages clubs to undertake environmental projects. Encourages clubs to involve youth in environmental projects.

GARDEN THERAPY AND HEALING GARDENS

Promotes gardening as a health improving activity.

HEARTLINE

Promotes continuing involvement with housebound garden club members as a national, state, and district objective. Implements the concept of kindness and helpfulness. Works to have active members telephone, visit, and provide transportation to meetings for frail or housebound members. Promotes support of and well-being of the elderly and infirm in our communities.

HERB GARDENS

Promotes growing and using herbs as an important aspect of gardening, historic preservation, and landscape design.

HISTORIAN

Keeps a scrapbook or a permanent binder as a record of events important to the district.

HORTICULTURE

Promotes knowledge about horticulture as a national, state, and district objective.

JUDGES COUNCIL AND FLOWER SHOW ADVISORS

Promotes standard flower shows and flower show schools as national, state, and district objectives.

Attends spring and fall state judges' chairman's meetings.

Conducts two or more meetings per year of National Council accredited judges and student judges in the district. The meetings should be about matters relevant to the field of judging.

Keeps an up-to-date record of all National Garden Clubs judges' and student judges' credentials.

Approves requests for renewal of accreditation by district judges. Forwards necessary records for good standing status and accreditation to the state chairman.

Participates in the organization of any flower show, horticulture, gardening studies, or environmental schools sponsored by the district, in collaboration with the state chairman of these schools.

LAND TRUST/NATURE CONSERVANCY

Promotes protection of coastlines, watersheds, wetlands, old growth forests, and other ecologically sensitive areas as a national, state and district objective.

Collects club and individual donations to the land conservation project selected by the State President and promptly forwards them to the state land trust chairman. Works to achieve 100% participation by district clubs in the state conservation project.

LANDSCAPE DESIGN

Promotes interest and awareness of all phases of landscape design as a national, state, and district objective.

MEMBERSHIP

Promotes membership in Federated Garden Clubs. Works with the District Director to form new clubs within the district.

NEWSLETTER: *THE GARDEN GATE*

Establishes publication deadlines, edits, and produces a minimum of three newsletter annually from announcements, reports, and articles submitted by board members.

NOMINATING

A nominating committee shall be composed of the immediate past director who shall be the committee chairman and one (1) representative from each member club who shall be elected by majority vote of the Board of Directors at the spring district meeting in even-numbered years, and a member of the federation Board of Directors appointed by the State President to serve in an advisory capacity.

Prepares a slate of officers for election at the fall district meeting in even numbered years.

The State President appoints one advisory member to the committee.

The District Director provides a current yearbook from each club to the committee for its work, along with a copy of the District By-Laws.

Provides written job descriptions to the nominees, who must give written acknowledgment that they are willing to serve as officers in order to be nominated.

Notifies the incoming officers of the slate to be nominated.

Presents the slate to the Board of Directors and membership election at the fall district meeting in even-numbered years.

PARLIAMENTARIAN/PROTOCOL

Promotes courteous and proper decorum at all district functions.

Advises the District Director and club presidents on correct parliamentary procedure during meetings.

As protocol chairman, is responsible for advising on seating arrangements at meetings.

PROGRAM

Maintains a current list of suitable speakers and their fees for district and club meetings.

Assists other chairmen to locate suitable school and workshop instructors as requested by the District Director.

ROADSIDE BEAUTIFICATION

Promotes roadside beautification as a national, state, and district objective. Works with district wildflower and state roadside beautification chairmen on Interstate beautification projects.

SCHOLARSHIP

Promotes the donation of scholarships for garden club members and youth as a national, state, and district objective.

With the assistant from all club scholarship chairmen and the District Director, locates a deserving college student candidate for a FGCNYS or National Garden Clubs scholarship.

WAYS AND MEANS

Works with the district treasurer to secure needed income for district programs and activities.

WEB MASTER

Maintains a web-site for the district.

WILDFLOWERS AND ENDANGERED PLANT SPECIES

Promotes understanding about wildflowers and endangered plants as a national, state, and district objective.

Explains their uses in gardens, landscape design, and highway beautification.

Promotes understanding about New York State law protecting endangered plant species.

Works with district and state roadside beautification chairmen on Interstate highway projects.

WORLD GARDENING

Promotes world gardening as a national, state, and district objective. Generally this is a two year project selected by the State President in collaboration with CARE to assist communities in developing countries to become food or health self-sufficient.

Works to achieve 100% participation by district clubs.

Collects club and individual donations made to Federated Garden Clubs of New York State and promptly forwards them to the state world gardening chairman.

Records the name of the member club, the number, date, and amount of the check.

YEARBOOKS

Promotes preparation of club yearbooks as a national, state, and district objective.

Conducts an annual evaluation of club yearbooks in accordance with national guidelines.

Forwards deserving club yearbooks to the state yearbooks chairman for possible recognition with a New York State or National Yearbook award.

Reports the evaluation results to the district award chairman.

Sends each club who submitted a yearbook a written evaluation of their yearbook.

YOUTH

Promotes the development of gardening activities with youth as a national, state and district objective.

Assists club in forming youth gardening groups.

Receives entries in the state sponsored contests for youth from member clubs and forwards them to the state youth chairman before the established deadline.

MEETINGS

STATE MEETINGS

The annual convention of the Federation shall be held each year at a time and place determined by the executive committee, approved by the Board of Directors. Federation Board meetings are held in the spring and fall.

DISTRICT MEETINGS

District Board meetings are called by the District Director. The meetings are generally held the fourth week of April and the fourth week of September. A meeting can be held during the summer at the Director's discretion.

CLUB MEETINGS

First Thursday: Sacandaga (except January, February, March, July & August)

Second Monday: Heritage (except July & August)

Second Wednesday: Schuylerville

Second Thursday: Ballston Spa (except July & August)

Third Wednesday: Lake George (except December)

Fourth Monday: Glenville Hills (except July, August)

DISTRICT MEETINGS

District luncheon meetings are generally held on the first Tuesday in May and the first Tuesday in October. Hostess clubs rotate from year to year as follows: spring 2023 Ballston Spa, fall 2023 Lake George, spring 2024 Sacandaga, fall 2024 Glenville Hills, spring 2025 Schuylerville, fall 2025 Heritage, spring 2026 Ballston Spa, fall 2026 Lake George, Spring 2027 Sacondaga, fall 2027 Glenvills Hills.

Planning for the district meeting begins about 9 months in advance

1. Hostess club appoints co-chairmen, who search out a hotel or restaurant that can serve 100 to 120. Space must be provided for the ways and means area, benefit baskets, educational exhibits, registration table, head table for officers and visiting dignitaries from FGCNYS, lectern and microphone, hospitality, early refreshments, and theater style for about 100 people. It is better to not have members seated at the meal tables during the business meeting if it can be avoided. The hostess club should consider a venue in a central location.
2. Hostess club treasurer provides a tax exempt form (available from the district treasurer) and deposit to reserve the facility for the date selected. Hostess club should send the District Director a written contract which specifies the cost of the menu selected, the number of tables to be set up, the placement of the head table and other arrangements for her approval and signature. Chart or sketch the agreed upon set-up for future reference.
3. The club should appoint pages for the guest speaker and State President.

4. The hostess club should select the members who will give the collect, flag salute, and blessing.
5. The hostess club should strive to raise \$500-700. Any excess revenue after expenses must be turned over to the district treasurer. The two general meetings are the only times when all district members come together to raise funds for underwriting the expenses of the district.
6. The hostess club prepares the program including the meeting agenda provided by the district Director.
7. All clubs in district IV will offer assistance when asked by the hostess club.

THE PROGRAM IS DETERMINED BY THE DISTRICT DIRECTOR AND THE ASSISTANT DIRECTOR

The hostess club may only suggest a suitable program and is not responsible for deciding what it will be. At the discretion of the Director, the club may make the arrangements with the speaker or the District Director may make arrangements. These need to be made as soon as possible since many popular speakers are booked a year in advance.

INVITATIONS ARE SENT TWO MONTHS IN ADVANCE

The hostess club invites the New York State President, the District Director, the guest speaker, other District IV clubs, and any guests. Include any information provided by the District Director, the kinds of ways and means items for the clubs to bring, the benefit basket, the agenda for the day, the menu and meal cost, the deadline to make reservations, how to make out the checks, and who receives the reservations with the address and phone number of that person. Meals for the State President, the District Director, and guest speaker are expenses paid by the hostess club out of the proceeds of the event.

The hostess club members are responsible for hospitality, registration, name tags, setting up ways and means, place cards for the head table, centerpieces for the tables, favors at the discretion of the club, and all other expenses associated with the meeting except for payment to the guest speaker. These expenses are paid out of the proceeds of the event (which includes a markup on the cost of the meal, ways and means, benefit baskets, and sale of speaker's plant material). Payment to the guest speaker is made by the District. The restaurant payment is made by the hostess club.

A gift for the State President when she attends to perform the installation of officers is purchased by the hostess club in consultation with the District Director out of the proceeds from the event. A gift for the State President at other district meetings is optional.

ON THE DAY OF THE MEETING

1. Check that all tables are in place as specified from the chart prepared when you finalized the contract.
2. Place centerpieces and placards on tables.
3. Provide start-up cash and cash boxes for ways and means and benefit baskets. Provide benefit tickets. Bring a large enough container to thoroughly mix up the tickets.
4. Coffee and a light snack (optional) should be provided for attendees before the business meeting.
5. Distribute programs.
6. Check that the American flag is in place to the left side of the presiding officer when seen from the audience.
7. Check that the lectern and/or podium are in place. Test the microphones, know how to turn them on and off.
8. Have water and glasses on the head table for speakers.
9. Place cards with exhibitors' names in spaces on the tables where educational exhibits will be displayed.
10. The first chair on the right aisle facing the dais in the front row should be reserved for the State President if she is attending the meeting.
11. Distribution of centerpieces should not be based on birthdays.
12. Within two months after the meeting the chairman of the meeting or club president should give a detailed accounting of income and expenses to the District Director, district treasurer, and to the club who will host the next meeting.

The club president stands near the registration desk to welcome visitors. The club president opens the business meeting and luncheon. She welcomes everyone, has someone lead the flag salute and collect before turning the meeting over to the District Director. At the end of the business meeting, the Director will return the chair to the club president for any announcements.

SPEAKER'S TABLE AT BUSINESS MEETINGS

Audience

Treasurer	Corr. Sec.	District Director	Asst. Director	Club President
	Direction left side			Direction right side

HEAD TABLE AT MEALS

Audience

Club Pres.	Asst. Director	District Director	State Pres.	Guest Speaker
	Direction left side			Direction right side

If one of more of the above cannot attend the meeting, then the next person in rank should be asked to sit at the table. All of these places do not need to be filled.

The club president welcomes everyone at the luncheon and then turns the microphone over to the District Director, who introduces those seated at the head table, and has the selected person lead the blessing. Th State president, if attending, will wish to speak to the members at this time. Past district directors are introduced. Protocol honors the office not the person. Keep the introductions short. The higher the office, the shorter the introduction.

The District Director introduces guests if they are not known by the audience. The District Director should ask all life members to stand.

DUTIES OF THE PAGES

For the State President and /or District Director

The State president is never left to stand alone at any function. A page should have another member of the group attend the President if asked to run an errand. Meet her promptly. Offer to help unload her car and carry packages inside. Show her where the coat rack is, the restrooms, the seat reserved for her in the meeting room, offer water and refreshments. Remain on duty near enough to be helpful without being intrusive, for the entire meeting. Offer to help carry packages to the car as she leaves.

For Guest Speakers and Workshop Instructors

Meet him/her promptly. Offer to help unload his/her car and carry packages inside. Show him/her the coat rack, the restrooms, the seat reserved for him/her in the meeting room, telephone, offer water and refreshments. Help him/her during his/her program if he/she wishes. Offer to help carry packages to the car when he/she leaves.

AWARDS

Awards given at the FGcnys Annual Convention are: Presidential Citations, Flower Show and Flower Show Schedules, Civic Development, Designer of the Year, Pauline Sherwood Petite designer of the Year, Horticulturist of the Year, Outstanding Educational Exhibit, World Gardening, Garden Therapy, Blue Star Memorials, Membership, Publicity Press Books, Youth Creativity Contests, Club Recognition, Kay Heasley Youth Activity, and Yearbooks.

Any state or national award given at the state convention is presented to the receiving club's president at the following district meeting. A complete list of awards offered by the district is printed below.

Every club should have a least one current state awards booklet. Copies can be purchased from the FGcnys office.

DISTRICT AWARDS LIST

**Indicates state awards that must be applied for with through a book of recognition or submitted by appropriate district chairmen.

SPRING

ANNIVERSARY CITATIONS given for 10, 25, 50 years or longer of affiliation in the Federated Garden Clubs of New York State. This is an unsolicited award given by FGcnys.

**CIVIC CONCERN AND IMPROVEMENT given to an individual, club or group of clubs for civic improvement, roadside improvement, youth education, work with the underprivileged or handicapped, historic trail restoration, pollution.

**DESIGNER OF THE YEAR given for the best exhibit receiving the Tricolor award in a standard flower show. Given by the state to each district on a rotating basis.

DIRECTOR'S CITATION given to as many as three individuals deserving of special recognition selected by the District Director upon the end of her term.

**FLOWER SHOW SCHEDULE based on size of club.

**GARDEN THERAPY given for active involvement with persons living in an institution.

**GRACE GOWDY WORLD GARDENING CITATION given for monetary donations to the project selected by the state board, in co-operation with CARE, to develop agricultural self-sufficiency in poor countries around the world.

HEARTLINE given in recognition of garden club members reaching out to frail or housebound members.

**HISTORIC PRESERVATION given for work to preserve and/or restore buildings or gardens of historic value.

**HORTICULTURIST OF THE YEAR given for the best exhibit receiving the award of Horticultural Excellence in a standard flower show.

PERENNIAL BLOOM given to a long-time garden club member who has made our clubs grow and bloom with their continuous support of our goals and objectives. In appreciation of their support a tree or shrub is to be planted in their honor.

**PETITE DESIGNER OF THE YEAR given for the best exhibit receiving the Petite award in a standard flower show. Given by the state to each district on a rotating basis.

**PUBLICITY PRESSBOOK based on size of club.

**STANDARD FLOWER SHOW based on size of club.

FALL

**AWARD OF EXCELLENCE awarded to individuals, organizations, or institutions having made significant contributions towards the advancement of the purpose of the State Federation and NGC which are of national & worldwide importance. Applicants need not necessarily be a Garden Club member.

CONSERVATION AWARD given for conservation field project.

**ENVIRONMENTAL IMPROVEMENT given to a club or a group of clubs.

**EXCELLENCE IN HORTICULTURE given for flower show achievement, educational project, work with a plant society, garden study program, developing and improved cultivar.

LAND TRUST/NATURE CONSERVANCY given for a monetary donation to the conservation project selected by the state board enabling the purchase of critical habitat at risk of development.

**LITTER CONTROL given for an anti-litter project stressing community involvement.

MARGARET SPIEZIO AWARD given to a club for 100 percent of its members' subscription to *The National Gardener*.

MEMBERSHIP AWARD for the greatest number of new members, membership extension, membership retention, highest percentage attending district meetings, highest percentage serving on the district board. (Membership is an unsolicited state award.)

****OUTSTANDING EDUCATIONAL EXHIBIT**

PROTECTION OF BIRDS AND/OR BUTTERFLIES given for the best work done in this area.

****PUBLICATION** given for newsletter, manual, field guide, or fundraiser.

****YEARBOOK** based on size of club.

****YOUTH CLUB SPONSOR**

YOUTH CAMPERSHIP

****YOUTH SCHOLARSHIPS**

DISTRICT WORKSHOPS

Workshops must be authorized by the Board of Directors.

Chairman is responsible for:

- Calling meeting(s), setting of the date, place, and time
- Making job assignments and agenda for the event
- Securing location for the workshop
- Securing qualified instructors
- Distributing announcement and registration forms to club presidents (may be delegated to another member of the committee)
- Securing pages to assist instructors to unload and reload their cars, run errands, provide water for speakers, etc.
- Having a positive attitude

Registrar is responsible for:

- Receiving registration forms
- Making seating assignments for registrants. If several workshops are running concurrently - assigns 1st choice preference until numerical limit for the space is filled, then assigns 2nd choice, etc.
- Keeping records of who registered, date registration was received, and fees paid
- Providing name tags for registrants as they check in for the workshop
- Providing an attendance report to the District Board

Ways and Means is responsible for:

- Providing containers, books, plant material and other authorized items for sale
- Maintaining an inventory and turning over money to the treasurer along with any unsold consignment items

Treasurer is responsible for:

- Managing money, enforcing the budget, keeping records of registration fees paid and depositing them in the bank
- Paying rent and ordering supplies
- Paying instructors
- Paying any other authorized expenses
- Providing a financial summary to the District Board

Hospitality is responsible for:

- Welcoming registrants
- Providing directions to restrooms, telephone, offices, and classrooms
- Arranging for pre-workshop refreshments and lunch if it is included in the registration fee

Staging is responsible for:

- Mapping and arranging furniture for the workshop
- Providing tables, backboards, easels, or other props needed by the instructor(s) and/or registrants
- Providing a holding space for flowers for design workshops
- Returning staging furniture and properties to pre-workshop status (move furniture back in place, return borrowed easels, etc.)
- Load properties into cars, sweep up litter, wipe down tables, and take out trash

BY-LAWS
FOURTH DISTRICT
FEDERATED GARDEN CLUBS OF NEW YORK STATE, INC.

ARTICLE 1
Name

The Fourth District of the Federated Garden Clubs of New York State, Inc. as shown in Article III of the by-laws of the Federated Garden Clubs of New York State is the name of this organization. The by-laws of the district shall in no way violate the by-laws of the state federation.

ARTICLE II
Objects and Purposes

- Section 1 The objects and purposes of the district shall be to cooperate in carrying on the goals of the Federated Garden Clubs of New York State, Inc.
- Section 2 To bring member clubs in closer relationship of mutual helpfulness; to serve as an educational source for member clubs; to encourage the art of gardening, horticulture, landscape design and flower arranging; to encourage civic planting, beautification and the preservation of scenic and historic locations; to increase public interest in environmental concerns and conservation of the natural beauty and resources of New York state, the nation, and the world.
- Section 3 District IV is organized exclusively for charitable and educational purposes including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue code, or corresponding section of any future federal tax code.
- Section 4 No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue code, or corresponding section of any future federal tax code.

Section 5 In the event of the dissolution of the organization, the director and officers shall, after making provision for the payment of all of the liabilities of the district, distribute all the assets to non-profit organizations with similar purposes. These organizations shall at the time qualify as exempt organizations under Section 501(c)(3) of the internal Revenue code of 1954; or to the federal government, or state or local government for a public purpose.

Section 6 No substantial part of the activities of District IV shall be for the carrying on of propaganda, or for otherwise attempting to influence legislation, and District IV shall not participate in, or intervene in (including the publishing or distribution of statements), and political campaign on behalf of any candidate for office.

ARTICLE III
District IV

Member garden clubs shall be located in one of the following counties: Clinton, Essex, Franklin, Hamilton, Saratoga, Warren, Washington.

ARTICLE IV
Membership

Section 1 A garden club within the area of the Fourth District consisting of eight (8) or more members and in existence for at least six (6) months, may apply for membership in the district and Federated Garden Clubs of New York State, Inc.

Section 2 Application for membership by a garden club shall be in writing, addressed to the Fourth District Director, stating the name and location of the applicant club, listing the names and addresses of its members, signed by the executive officer of the club and accompanied by payment of federation and district dues for each member listed. After review approval, the District Director shall submit the application and dues to the state federation board of directors. Applicants shall be subject to the approval of federation by-laws by the applying garden club.

Section 3 Club members have the privilege of attending district, state, regional, and national garden club meetings and shall receive the state federation *News*. District clubs are entitled to voting delegates or alternates to the meetings of the state federation in accordance with the by-laws of the federation.

ARTICLE V Dues and Fees

Section 1 District and state federation dues shall be payable April 1 each year and shall be based on the current membership list of each member club.

Section 2 District member dues and any fees for district activities shall be fixed by the district Board of Directors.

Section 3 District clubs will contribute dues of \$2 per member to the district and the required dues per member to the state federation to cover approved expenses.

ARTICLE VI Duration of Membership

Section 1 Membership in the federation and district shall continue as long as the member club pays dues and conforms to the objects and purposes of the federation.

Section 2 Any club failing to pay dues by June 1 may be suspended by the Board of Directors and shall be notified in writing by the district treasurer.

Section 3 Resignation of a garden club shall be in writing, addressed to the District Director, who shall report each (such) resignation to the state federation Board of Directors.

ARTICLE VII Meetings

Section 1 Biannual district meetings shall be held in the spring and in the fall.

Section 2 Special meetings may be called by the director, or on written demand by 20 percent of the clubs in the district. The district corresponding secretary shall send notice of the meeting to club presidents.

- Section 3 Notices of regular meetings shall be published in the district newsletter as well as separately mailed and/or e-mailed to club presidents by the corresponding secretary no less than forty (40) days nor more than sixty (60) days prior to the meeting.
- Section 4 Board of Directors' meetings shall be held at least twice a year at the call of the director.

ARTICLE VIII Quorums

- Section 1 A quorum for any meeting of the Board of Directors shall consist of a representation from four (4) member clubs.
- Section 2 Representatives of four (4) of the member garden clubs of this district shall constitute a quorum at district meetings.

ARTICLE IX Officers and Committees

- Section 1 Elected officers of the district shall be composed of the director, assistant director, recording secretary, corresponding secretary, and treasurer.
- Section 2 The Executive Committee shall be comprised of all elected officers, all club presidents, and the chairman of the advisory committee.
- Section 3 The Board of Directors shall consist of all elected officers, all club presidents, all past directors of the district, and standing committee chairmen. It is vested with the power and authority to direct, control, and administer the business, property, and affairs of the district.
- Section 4 The term of office of the District Director shall be limited to two consecutive terms of two years each.
- Section 5 Any officer or District Director who shall have served more than one-half term in office shall be deemed to have served a full term.
- Section 6 The assistant director shall assume the duties of the director in the absence of the director. The assistant director shall become director when a vacancy occurs.

- Section 7 Any vacancy occurring in a non-successive office shall be filled for the unexpired term by a vote of the Board of Directors upon recommendation of the director.
- Section 8 There shall be such standing committees as the director may deem necessary to carry out the objects and purposes of the district and appointed by the director. The director shall provide each chairman with a portfolio containing a description of duties and any related information that may be available.
- Section 9 All committees shall meet at the call of the chairman of a specific committee or at the call of the director.

ARTICLE X Elections

- Section 1 Election of officers shall be held in each even-numbered year at the fall district meeting. Their installation shall be at the following spring meeting.
- Section 2 A nominating committee shall be composed of the immediate past director who shall be the committee chairman and one (1) representative from each member club who shall be elected by majority vote of the Board of Directors at the spring district meeting in even-numbered years, and a member of the federation Board of Directors appointed by the State President to serve in an advisory capacity.
- Section 3 The nominating committee shall provide a written description of each elected officer's duties and responsibilities to nominees.
- Section 4 A nominee for elected office shall give the committee chairman a letter of acceptance for the office.

ARTICLE XI Reports

The District Director may request garden club presidents to give an annual report of activities at spring district meetings and committee chairmen to give an annual report of activities at fall district meetings, a copy of which will be sent to the State President.

ARTICLE XII Parliamentary Authority

Roberts Rules of Order (revised) shall govern all proceedings of the district, which are not covered in these by-laws or federation by-laws.

ARTICLE XIII
Fiscal Year

The fiscal year of District IV shall be March 1 to the last day of February of the next year.

ARTICLE XIV
Amendments

Section 1 Amendments to these by-laws may be made by submitting such change or changes in writing to the Board of Directors for a majority approval of board members present at that meeting. Such changes approved by the Board of Directors shall then be submitted to the members at the next meeting of the district. A two-thirds vote of the eligible voting members present and voting is required to pass such changes. A thirty day (30) notice shall be sent to all eligible voters together with the notice of the meeting at which such changes are to be presented. Eligible voters are dues paying members of the district.

Section 2 Regular review of these by-laws shall be made by a committee appointed by the director at five (5) year intervals.

Revised, June 23, 1999
Adopted September 29, 1999

Revised, August 2000
Adopted, October 25, 2000

Revised, April 2009
Adopted, October 6, 2009

Revised, Summer 2014
Adopted, October 7, 2014