

# FEDERATED GARDEN CLUBS OF VERMONT, INC.

Approved June 3, 2013; Revised June 2016

## POLICY AND PROCEDURES MANUAL

Abbreviations: FGCV - Federated Garden Clubs of Vermont, Inc.; NER - New England Region; NGC - National Garden Clubs, Inc.; P&P – Policy and Procedures Manual

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## I. FOREWORD

The Bylaws and the Policies and Procedures Manual are available on the FGCV website (see below). **It is incumbent upon all who hold positions in the Federation to read and act in accordance with the content of these two documents. Individuals are responsible for transferring procedural documentation of their duties, other than what is contained in this Manual, to their successors in a timely fashion.**

### **Policy and Procedures Manual**

The manual is a compendium of policies and procedures. The policies have been approved by the membership through the approval procedure outlined in the Bylaws VII, 2-3 and may only be changed by a vote of the membership. It also contains administrative and other procedures which have been established by use, those that coincide with NGC Standing Rules and those suggested as worth including by officers and committee chairs. These procedures are intended to suggest the most effective and efficient ways to accomplish intended policy or bylaw outcomes or to be a record of successful methods of achieving goals and may be adjusted as circumstances and means allow or require. See Bylaws VII, 2.

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The Bylaws which govern FGCV are contained in a separate document and may be amended only as stated in the Bylaws XII. This manual should be revised on a regular basis – every four (4) years recommended. Approved changes or additions to policies or procedures should be placed in an addendum and kept in the files of the Recording Secretary until the next revision.

## **FGCV Website**

The FGCV maintains a website at <http://www.vermontfgcv.com/> to disseminate information for the Federation, the New England Region and National Garden Clubs, Inc. and provide a platform for its member clubs to maintain their own sites. Links to the NER, NGC and club websites are provided.

## **Media Release Policy**

The NGC Release for Publication and Website form should be filled out and signed by the parent / guardian and kept on file by any Garden Club that takes pictures of children for use in publicity in any media format, including Newspapers, Newsletters, Websites, etc. See the link: <http://www.gardenclub.org/about-us/press-room/minor-image-release.aspx> for the form.

## **The Vermont Leaf Publication**

The Leaf is a periodical of FGCV published twice yearly on the FGCV website in September and in March to inform the members of upcoming events in Vermont, the New England Region and National Garden Clubs, Inc., to report on projects of the member clubs and to include articles on subjects related to the aims of the Federation.

## **II. GOVERNANCE AND ORGANIZATIONAL STRUCTURE**

### **MEMBERSHIP**

See Bylaws V. A member of an FGCV club is automatically a member of the district in which the club resides, the FGCV, the NER and the NGC. The club member is eligible to attend the general meetings and to take advantage of the services of these organizations.

A garden club desiring to join the FGCV shall apply through the Corresponding. After considering this application, the Executive Committee may request the Corresponding Secretary to send a written invitation to that club, including information about dues, etc. The President of the new club shall receive information about key documents. Any former member club wishing to be re-instated could be processed in the same manner. The Second Vice President maintains the individual membership roster for FGCV. This roster shall not be released to non-member individuals, businesses or organizations unless approved by the Executive Committee.

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## **DISTRICTS**

As of this edition of this manual, the Districts are:

**North:** Burlington, Covered Bridges (Montgomery Center), Four Seasons (Orleans County), Granite Center (Barre), St. Albans and Seed & Weed (St. Johnsbury area)

**Central:** Middlebury, Mountain Gardeners (Warren/Waitsfield), Randolph, Rutland and Springfield

**South:** Arlington, Bennington, Brattleboro Floral Arts & Garden Club, Green Mountain Gardeners, Manchester and Newfane

## **OFFICERS, EXECUTIVE COMMITTEE AND BOARD**

See Bylaws VII. The duties of the officers include, but are not limited to, the responsibilities listed below.

### **Elected Officers**

#### **President**

presides at all meetings of the Federated Garden Clubs of Vermont, Inc. and performs all other duties congruent to the office. The President appoints chairs of all committees, with the exception of the chair of the Vermont Judges Council; is an ex-officio member of all committees except the Nominating Committee; assists the officers, committee chairs, District Directors and the Federation clubs; represents the FGCV to the NGC and NER and serves those organizations as a member of their Board of Directors; is authorized to disburse funds in the absence of the Treasurer and Assistant Treasurer. The President, upon invitation from a club, installs the officers for a new term. If she is not available, a Past President of the FGCV may be called upon to perform the installation. The President informs the Corresponding Secretary of changes of officers, club presidents, and committee chairs. In addition, the President seeks opportunities to address other organizations on behalf of the FGCV, which may take the form of seeking support for or providing information on the activities of the FGCV. Candidates for President should have previously served on the Board.

#### **First Vice President/President Elect**

assumes the duties of the President in her absence, performs duties assigned by the President, becomes President when a vacancy occurs and chairs the Finance Committee. The First Vice President becomes President Elect six months prior to the end of the President's term, and then appoints the committee chairs, the Corresponding Secretary, Historian and Parliamentarian for the new administration. She notifies the Nominating Committee of the appointments of the latter three.

#### **Second Vice President**

performs duties assigned by the President; performs all the duties of the President in the absence of the President and First Vice President, and in the event of a vacancy in the office of the First Vice President, assumes those duties and responsibilities. She chairs

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the Membership Committee, maintains an accurate list of individual memberships in each club and is a member of the Finance Committee.

## **Recording Secretary**

keeps minutes of all meetings according to procedures outlined in the current edition of Robert's Rules of Order Newly Revised. In general, the guideline for determining the content of minutes, except when they are published outside the organization, is they should record what is done by the assembly, not what is said by the members. Submits the minutes, marked 'draft' to a Minutes Review Committee and to the President for review and approval; annotates the minutes with the date of approval of the Minutes review Committee and the President and attaches their documentation of approval; adds date of approval to draft after approval by the body at their next meeting; distributes minutes of all meetings to the Executive Committee, Board, Historian and Website Coordinator for posting on the FGCV website, asking Presidents to share them with their members; keeps minutes and backup reports for current term and the most recent prior term.

## **Treasurer**

pays all bills and makes a statement of funds at all meetings, makes an annual report after the close of the fiscal year and submits records for audit when directed by the Executive Committee. The Treasurer is responsible for keeping permanent records of FGCV accounts. Arrangements must be made to transfer the Treasurer's records and any documents related to the duties of the office to the successor. The Treasurer is a member of the Finance Committee and is responsible for filing Federal tax returns if necessary. See Bylaws VIII, 5; P&P III, FINANCE AND BUDGET.

## **Appointed Officers**

### **Assistant Treasurer**

performs all duties of the Treasurer in the Treasurer's absence. She is a member of the Finance Committee and is authorized to disburse funds. She is responsible for filing federal tax returns and reports relative to the 501c3 status of the FGCV and for keeping the clubs informed of new regulations relative to that status.

### **District Directors**

perform liaison duties between the Executive Committee and the individual clubs in their districts. They serve as members of the Executive Committee and represent district clubs at the state level. District Directors promote the formation of new clubs and encourage existing clubs in the district to join the Federation. To accomplish this they may encourage the organizing and holding of instructive meetings and workshops in their district, and meet with as many clubs as possible within their districts. They should be available if clubs have a problem, be sensitive to the needs of the clubs, pro-active in dealing with problems, and initiate activities to encourage interaction and sharing of interests within the district. The District Director acts as host when a meeting is held in her district. See P&P, IV, MEETINGS

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## **Executive Committee**

See Bylaws VII, 2.

## **The Board**

See Bylaws VII, 3.

## **OTHER APPOINTED POSITIONS**

### **Corresponding Secretary**

maintains an accurate list of the federated clubs; officers of the Federated Garden Clubs of Vermont, Inc., club presidents and committee chairs. This is the official list of the Federated Garden Clubs of Vermont, Inc. The Corresponding Secretary promptly provides the circulation department of The National Gardener a current list of incoming club presidents as they are installed. This entitles the new club presidents to receive copies of The National Gardener in a timely manner. She sends updated addresses of both in-coming and out-going club presidents, a listing of any deceased National Life Members and an updated list of club presidents after each election to the webmaster for publication on the FGCV website. The Corresponding Secretary acknowledges donations received for the Memorial and Honorary Fund by writing a thank you note to the donor and family of the person recognized. The President and Corresponding Secretary work with clubs applying to join the Federation, and Corresponding Secretary notifies the applying club of the disposition of the application. At the direction of the President, the Corresponding Secretary sends the Call to the meeting and letters of invitations to the NGC President, NER Director and NER Presidents to the Annual Meeting if they are to be included and communicates with the NGC office about arrangements for the visit of the NGC President.

### **Parliamentarian**

fulfills the required duties as outlined in Robert's Rules of Order Newly Revised. When requested, she assists on points of parliamentary procedure and is a consultant who advises the President, other officers and members on parliamentary procedure. The Parliamentarian usually sits next to the Chair for convenient consultation in low voice. During a meeting, the Parliamentarian is limited to giving advice to the presiding officer and does not vote on any question except in the case of a ballot vote.

### **Historian**

acts as custodian and keeper under safe conditions, the records, photos and memorabilia of FGCV and should be prepared to submit historic information for the record. She submits a report of a two-year administration to NCG, and to the NER Historian; forms for this report are available on the NGC website, [www.gardenclub.org](http://www.gardenclub.org). She also submits the President's report of the two-year history of the President's term to the archives of the

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Vermont Historical Society in the Vermont History Center, Barre, VT, to be included with the other records of the FGCV. She acts as coordinator for obtaining historical information from whatever source appropriate to meet a need that may arise during a President's two-year administration.

## COMMITTEES

### Committee Chairs

Committee Chairs are appointed by the President.

Guidelines for the responsibilities of committee chairs are outlined in this Manual and may be adjusted by the President with the advice of the Executive Committee as circumstances warrant. Committee chairs prepare reports for Board meetings, with a copy to the President and the Recording Secretary, and submit a written annual report for the Annual Meeting. The books and records of each committee chair must be passed on to the successor no later than one month following completion of the term of office. Each new administration may establish different committees to address NGC or Regional initiatives.

### Civic

#### **Blue Star Memorial Highways**

The purpose of a Blue Star Memorial Highway is to establish a living memorial to all those who have served in the nation's armed forces through a united demonstration of roadside beautification by the member state federations. Vermont has one such highway, Route 4 between Fair Haven and White River Junction with four markers placed in 1947 honoring Vermont native General Leonard F. Wing, decorated for his service with the 43<sup>rd</sup> Division in the Pacific Theater during World War II. Responsibilities of the chair include overseeing the care of the marker sites and assisting in the perpetuation of this program.

#### **Civic Development and Beautification**

Responsibilities of the chair include maintaining knowledge of new and old projects of civic development and beautification activities undertaken by each FGCV club and of the state organization; keeping the Board of the FGCV aware of civic development projects underway; encouraging the keeping of notes on the development of projects within local clubs and with the state organization; identifying deserving civic development projects for awards; encouraging applications for grants and assisting the clubs when requested.

#### **Green-Up Vermont**

Responsibilities of the chair include serving as a member liaison to the Board of Directors of Green Up Vermont. On behalf of FGCV, this chair accomplishes the goal of working towards the clean-up of Vermont and has the responsibility for making oral and/or written reports to FGCV on work accomplished.



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## **Historic Preservation**

Responsibilities of the chair include educating the members of FGCV on the importance of historic preservation; maintaining a current inventory of all historic gardens in Vermont and assisting those federated clubs needing help in creating or maintaining an historic garden.

## **Environmental**

### **Endangered, Invasive Species**

Responsibilities of the chair include keeping the clubs informed of legislation at the state, regional and national levels. As special legislation occurs, the chair encourages members of FGCV to read about it and to make their individual wishes known to their representatives and senators.

### **Environmental Awareness**

Responsibilities of the chair include keeping abreast of studies in the areas of air, conservation of energy, land, and water. The chair also coordinates information on environmental issues received from NGC, and reports all information to the Board and the clubs. She also promotes environmental education utilizing NGC Environmental Studies Program.

### **Natural Disasters**

This committee was established by NGC and incorporated by the NER in 1998. Funds collected by this committee are used to help assist in the recovery of areas hit by natural disasters.

### **Nature Trails**

Responsibilities of the chair include assisting FGCV clubs that are involved in establishing nature trails or involved in better maintenance of an already established trail; encouraging each garden club to work with its own community and town officials in promoting the use of established nature trails by club members, schools and the general public; promoting an understanding of having and developing nature trails in Vermont as well as promoting the need to create beauty and conservation.

### **Preservation, Birds, Butterflies and Living Creatures**

Responsibilities of the chair include disseminating information to the members about current efforts to preserve birds, butterflies and their habitat, particularly in Vermont; encouraging the planting of butterfly-friendly gardens and encouraging clubs to take actions necessary for the preservation of butterflies, birds or other endangered species.

### **Recycling/Composting**

Responsibilities of the chair include encouraging club members to actively participate in their communities to reduce litter and to set up recycling programs in order to have a cleaner environment and reduce waste, as well as providing education on backyard composting to improve gardens, the soil and the environment.

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## **FGCV Administration**

### **Awards**

Responsibilities of the chair include aiding each club in applying for state, NER and National awards. The Awards Chair chooses three people, one from each district, to serve as a committee to select FGCV award winners, keeps a record of all rotating awards (silver bowl, etc.), ensures that they are cleaned and correctly engraved for presentation, and presides at the award presentation at the Annual Meeting.

Applications for NER and National awards are sent to this chair, who then forwards them to NER and National Awards Chair. The Awards Chair must receive all applications by the dates listed in the individual award applications on the respective websites (see below for web addresses).

Current national awards rules and procedures for applying appear in the fall issue of The National Gardener in odd years (at the beginning of an administration); corrections and additions are printed in the even years only. All NGC awards shall be based on the calendar year of January 1 to December 31; NER awards are based on work done from June 1 to May 31. All awards should be sent to the Awards Chair one month prior to the date it is due to Regional or National. State clubs may nominate members for the **NGC Award of Honor** to recognize that individual's outstanding contributions.

Applications, deadlines and other information for awards are available on the following web sites: NGC - [www.gardenclub.org](http://www.gardenclub.org); NER - [www.ngcner.org](http://www.ngcner.org); FGCV - [www.vermontfgcv.com](http://www.vermontfgcv.com)

### **Government Action**

Responsibilities of this chair include staying informed about the activities of the NGC Government Action Education Committee. The responsibilities also include keeping FGCV members informed on those bills pending before the Vermont Legislature and the U.S. Congress that address the purposes and objectives of FGCV and reporting to the FGCV club Presidents on the pending legislation activities.

### **Judges Council**

Judges Council is made up of the NGC accredited judges who belong to a NGC club. The purpose is continued education of council members on changes and contents of the Handbook of Flower Shows, new design trends and horticulture advancements. Updates are found in The National Gardener, symposium materials and other pertinent sources of information. The Council's objective is to educate NGC clubs, to encourage these clubs to sponsor design and horticulture workshops and to support them in their efforts to put on a small standard flower show for the general public or a specialized standard flower show. The Judges' Council Chair and the Flower Show School Chair work together to attain these objectives.

The chair is elected by council members and carries out the duties of chair as stated in the judges' council bylaws. She keeps council members up-to-date on flower show school

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(FSS) Handbook, new design trends, horticulture advancements and other pertinent changes from The National Gardener, symposia and other relevant sources and shares this information with the public and the FGCV clubs, encouraging all clubs to have flower shows, workshops, programs and to know flower show procedures. She encourages the study of new design trends and horticultural advancements.

The chair creates a better understanding among judges, exhibitors, show management and the public by articles in The Vermont Leaf and by encouraging FGCV to have design, horticulture and flower show workshops.

The chair encourages all eligible judges to be active participants of the council; assists council officers in their duties; presides at council meetings; develops agenda and programs pertinent to council objectives and holds meetings in convenient, centrally located places. The chair keeps FGCV Board members aware of the council's activities, keeps each club abreast of the FGCV flower show activities and encourages and supports these clubs in educating the public by having standard flower shows.

## **Life Memberships, State and National**

National Life Membership is a onetime contribution of two hundred dollars (\$200.00). This is divided between the National Life Scholarship Fund and the Permanent Home Endowment Fund. A Life Member receives a subscription to The National Gardener for life.

State Life Membership is a onetime contribution of fifty dollars (\$50.00) and is available to any member of an FGCV affiliated club, or it may be given by a club to honor any of its members. The fifty (\$50.00) contribution supports the FGCV Scholarship Fund and is to be sent to the Life Membership Chair, who submits a life membership certificate or card to the new member and a pin, if he/she desires to purchase one.

Responsibilities of the chair include maintaining the records for the above described life memberships; motivating local club members to consider this type of recognition for themselves or a deserving member; providing information to clubs and members at meetings and through The Leaf so that either membership may be offered; keeping records for the state, regional and national chairs for their respective records and promoting annual meetings of life members. A permanent list of State Life Members and NGC Life Members shall be kept in the Recording Secretary's Minutes as well as by the Life Membership Chair.

## **Member Services**

Responsibilities of the chair include informing FGCV members of the multiple services available from NGC; making copies of the NGC member services catalog available to members; arranging for the Federation's Member Services display board to be updated and brought to the FGCV meetings. Clubs borrowing the display board for Federation functions are responsible for its care and returning it to the Member Services Chair.

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## **Membership**

Responsibilities of the chair (Second Vice-President) include: annually making known to all member clubs the availability of certificates for commendation for long term service, for sponsoring a new club into the FGCV, or for the 50-year club membership in the FGCV or for an increase in club membership (certificates for the first three may be ordered by the club directly from national; a certificate for an increase in membership must be ordered by the FGCV Membership Chair for presentation at the FGCV Annual Meeting). The chair reports the annual membership count of FGCV at the Annual Meeting and reports the names of those clubs that have increased their membership from 12/31 to 12/31 (as per NGC annual year) to the NER. The chair makes clubs aware of the NGC Annual Award of Honor (see Awards above).

## **Personnel: State, Region and National**

Responsibilities of the chair include recruiting top quality dedicated Federation members who are willing to serve at the regional and national levels. The chair establishes files, making them available to the State President and the Regional Director upon request, communicates deadlines for the submission of nomination materials and usually speaks at one meeting annually telling members the purpose of the committee and requesting participation. Instructions and forms are provided by the National Personnel Chair.

## **Publicity**

Responsibilities of the chair include doing publicity for the FGCV along with encouraging individual club publicity chairs to do the same. The aim is to improve the visibility of the FGCV by bringing the FGCV and its accomplishments to the attention of the general public through all available forms of local and state media when pertinent; educating the public in the objectives of the FGCV, using the media to cover the organization's activities and statewide community projects; encouraging individual clubs to provide information about their activities to their local media (print, radio and TV); encouraging individual clubs to compile publicity press books and submit them for an award; judging publicity press books and submitting the winning entry in each category to the NER Publicity Press Book Chair by the designated deadline.

## **Scholarship**

Responsibilities of the chair include promoting the FGCV goals of providing education to qualified students through scholarships offered by the NGC and the FGCV. The most important responsibility is to find candidates for the annual FGCV/Mabel Mayforth Scholarship by listing yearly the FGCV/Mabel Mayforth scholarship with the Vermont Student Assistance Corporation (VSAC), which distributes the information to institutions of higher learning throughout the state. The application forms for both the FGCV and the NGC scholarships and a VSAC brochure are available on the FGCV website <http://www.vermontfgcv.com>.

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After the specified application deadline, the Chair and other Scholarship Committee members meet to review all the applications received and choose the winner. The FGCV/Mabel Mayforth Scholarship is awarded at the FGCV annual meeting. The Scholarship Committee also chooses an application to forward to the NGC Scholarship Committee for its evaluation and selection from among candidates from other state federations.

All club presidents are encouraged to contact students and urge them to apply.

## **Gardening Related**

### **Arboriculture**

Responsibilities of the chair include promoting National Arbor Day and advising the clubs regarding systematic planting of community trees within the local clubs' areas and according to FGCV requests; to keep current with and promote the activities of the Vermont Urban and Community Forestry Council; to coordinate volunteer tree planting and care; to promote modern forestry practices such as tree inventories, tree ordinances, long-term planning and to encourage educational opportunities.

### **Garden Therapy**

Responsibilities of the chair include promoting the use of Garden Therapy activities to improve the lives of people who are physically, chronologically, mentally or emotionally challenged. Garden Therapy includes the growing of plants, the artistic use of plants and natural materials, the study of birds, nature and conservation and the exhibiting of knowledge, interests and skills in these areas. Garden therapy projects are either activity or service projects, and may be sponsored by NGC, NER and FGCV. Activity projects are those done with the challenged persons, and actively involve these individuals in the doing, which is where the therapeutic value lies. Service projects such as tray favors are those conducted for challenged persons who are unable to participate in the project. Responsibilities also include requesting that each FGCV club appoint a Garden Therapy Chair who will develop a committee within their club and also participate as a part the FGCV Garden Therapy Committee; promoting creative and adaptive garden-related projects; authorizing expenditures provided within the budget and informing institutions and health agencies of available assistance.

### **Horticulture**

Responsibilities of the chair include promoting an interest in and the education of areas of horticulture; providing, when possible, informed horticulturists for programs, panel discussions and workshops; responding to areas of concern i.e. growing plants, plants and gardens and promoting NGC Gardening Study Programs.

### **National Project**

Responsibilities of the chair include coordinating any of the projects the National or FGCV Presidents may undertake during their term in office.

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## **VT Garden Park - Grandma and Grandpa's Garden**

This project was established at the Vermont Garden Park (formerly the Vermont Botanical Garden) in 2002 with a Shell/Petals Grant of \$1,000.00 and in cooperation with the National Gardening Association. In February the Project Chair plans the vegetable garden, annuals for the flower beds, and addition of new perennials. Seeds are purchased and started indoors; transplanting is done with a small group of Master Gardener volunteers. Spring clean-up and garden preparation are done in May by the volunteers. The vegetable bed is roto-tilled by the National Gardening Association. The Chair plans the monthly gardening schedule and distributes it to all club Presidents at the FGCV meetings and by e-mail to the club Presidents before each work date. Approximately 5 to 10 members from the Burlington Garden Club and clubs within reasonable driving distance help maintain the garden on the monthly work dates; augmented the remaining weeks of the month by Master Gardeners and volunteers from the GE Healthcare Corp. Spring planting is during the first week of June, with maintenance dates set for the first week of July, August, and September. All vegetables are donated to the Chittenden County Food Shelf in Burlington. Fall Clean-up is done the end of October. The Chair supervises and records all work days, and prepares reports as necessary or as described above.

## **Wildflowers**

Responsibilities of the chair include requesting information from the clubs about wildflowers in their respective areas, distributing such information amongst FGCV clubs and disseminating information relating to wildflowers, including lists of endangered wildflowers. The chair should encourage clubs to cooperate with their towns and cities in creating and/or helping to maintain and preserve wildflowers and their habitat in Vermont. Wildflower workshops may be organized to be held every few years to educate members and the public of all of the above. NGC Operation Wildflower provides funds for these workshops. More information is available on the NGC website, which may be reached through a link on the FGCV website <http://www.vermontfgcv.com>

## **Youth**

Responsibilities of the chair include distributing materials to member clubs which in turn are to be passed on to local school children (preschool through high school), youth gardening groups, Scouts, 4-H, Campfire and others including youths living in residential facilities. Activities to be pursued are made available through NGC and the NER. They include: Ecotots, Woodsy Owl and Smokey Bear posters for preschool and Special Education K-5; speech and essay contests for high school students and garden therapy projects for all youth. Other responsibilities include arranging for judges, sending winning entries to the appropriate NER chairs for regional judging.

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## III. FINANCE AND BUDGET

### AUDIT

See Bylaws VIII, 6. The Executive Committee determines a person with appropriate qualifications to perform the audit, which will be performed once the books are closed for the fiscal year.

### BUDGET

See Bylaws VIII, 3-4. The budget is drafted by the Assistant Treasurer for approval by the Finance Committee, which makes a recommendation to the Executive Committee. The approved budget is submitted to the Board for approval at the Fall Board Meeting. Officers and committee chairs should submit expenses as incurred throughout the year so that budget vs. actual reports are current and accurate. Reimbursement for expenses up to the amount in the adopted budget may be submitted. All expenses should be submitted prior to June 30. Officers and committee chairs should also submit a projection of yearly expenditures if they will differ significantly from the previous year by July 1.

### DUES

See Bylaws VIII, 1-2. The amount of dues to be paid by the clubs for each membership category in their club is determined by the approval process outlined in the Bylaws VII, 2-3. Clubs are also obligated to pay the NGC dues amount for all members, including Honorary members.

FGCV dues notices are sent out to each member club at the beginning of the fiscal year and are due by September 1st. The FGCV pays dues to the NER by June 1<sup>st</sup>, of an amount determined by the NER. The FGCV pays dues to the NGC for each of the club's members as described above by September 30<sup>th</sup>. The FGCV also pays the NGC an annual fee, which covers all youth garden club-related activities within the Federation.

The dues policies of the NGC and NER are verified each year to assure compliance.

### FINANCE COMMITTEE

See Bylaws VIII, 3-4. This Committee is responsible for financial policy recommendations made to the Executive Committee for improved financial practice. It is the responsibility of the Finance Committee to determine the monetary needs of the Federation and develop a budget to meet the needs and goals of the FGCV (see BUDGET above). In the year when the officers change, the incoming and outgoing officers on the Finance Committee should be involved in the budget preparation, as should the incoming President if he/she is not the current First Vice-President. Also the incoming Treasurer shall meet with the past Treasurer for the transfer of all records and any documents related to the duties of the office.

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## **FUNDS, INVESTMENTS AND RESERVE ACCOUNTS**

It is incumbent on the Treasurer and the Finance Committee to seek the highest yielding bank instruments in which to invest/deposit FGCV accounts. In addition, the Committee may form an Investment Advisory Committee to help seek out the best investment vehicles.

**Investment Funds:** The FGCV establishes restricted investment funds from donations or bequests whose earned interest is to be used in accordance with the designated purpose of the fund. These funds are normally deposited in high-yield, longer term vehicles. Although the funds may be grouped into a single vehicle, the Treasurer will keep an accurate record of the principal, interest and disbursements of each restricted fund.

As of the date of the latest revision of this document, the restricted reserve funds are: the Mabel Mayforth Scholarship Fund; Award Funds: Garden Therapy, Ruth Dodge Flower Show, Schwarz Conservation, Sylvia Levie Flower Show School; Administrative Funds: Boswell, Memorial and Honorary for Administration, President's Travel and Convention, Rose Wagner for Presidential Administration.

**Reserve Accounts:** The FGCV designates from time to time restricted reserve accounts whose principal is to be used for designated purposes. These funds are normally deposited in checking, money market or savings accounts. Although the accounts may be grouped into a single vehicle, the Treasurer will keep an accurate record of the principal and disbursements of each reserve account.

## **FUNDRAISING (formerly Ways and Means)**

The Fundraising Chair is responsible for raising monies as needed for the FGCV to balance its budget. Excess funds raised through this process may also be used to increase reserve accounts and support on-going activities normally funded through the investment funds described above. The Fundraising Chair may appoint additional members at large to serve on the Committee. Fundraising for projects such as the Scholarship, the President's Travel Fund, Habitat for Humanity and other special projects, would normally be delegated to a committee established for a specific purpose.

The Executive Committee must approve all requests from any charitable organization that seeks FGCV support for any type of activity on its behalf. Generally speaking, FGCV support is limited to donations of time and expertise rather than direct monetary donations. In addition, in order to maintain the Federation's tax exempt status, care must be taken to insure that monies raised from the general public are used for educational activities and for charitable donations made by the Federation to organizations that support the goals of the Federation and not for general Federation expenses. See **Committee Chairs** above for general responsibilities of the Chair.



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## **PRESIDENT'S TRAVEL EXPENSES**

The FGCV budgets an amount for Presidential travel expenses for a fiscal year. Expenses that meet the following criteria will be reimbursed up to the amount of the budget, provided appropriate receipts are submitted. These expenses include travel costs associated with meetings of National Garden Clubs, New England Region and FGCV Clubs. Administrative expenses for copying, printing and purchases not considered travel will be considered in the budget line for Officer and Chair Expenses. These guidelines will apply to expenses of the President-Elect when submitted.

Travel to meetings of National Garden Clubs and New England Region to include: return economy class airfare and ground transportation to the hotel; OR mileage at the current IRS rate per mile driven in service of charitable organizations, tolls, hotel expenses and meals for one day/night during travel, total not to exceed the cost of an economy class airfare. Documentation of the airfare for comparison must be provided by the President; half the cost of the hotel room for the number of nights at the meeting, and the night of arrival before the meeting (Example: for a meeting on the Friday, Saturday and Sunday, half the cost of a room will be paid for 4 nights); meals during the meeting if not included in the cost of the meeting (typically breakfasts only) plus dinner the night of arrival and breakfast the day of departure (dinners not to exceed \$40.00 and breakfasts and lunches not to exceed \$10.00 and \$15.00 respectively). Expenses for alcoholic beverages will not be reimbursed.

Travel to In-State FGCV Club Meetings to include: mileage at the current IRS rate per mile driven in service of charitable organizations; general meetings of the entire state will not be covered (typically fall and annual meetings); mileage to Spring District Meetings outside of the president's home district will be covered, but should the spring meeting be a general meeting of the state, expenses will not be covered.

Approved by the Executive Committee 08/03/15

## **IV. MEETINGS AND VOTING**

See Bylaws IX.

### **ANNUAL MEETING**

#### **District Director's Role**

The location and hosting responsibilities rotate among the districts in the state. (See Annual Meeting – Rotation below). The District Director is chair of this meeting and works with a committee from the district's clubs to plan the meeting.

The District Director serves as host and is in charge of all meeting arrangements, except for the invitations to and arrangements for the National and Regional guests (see Invited Guests

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below). The FGCV President is the ex-officio chair and together with the First Vice President develops the program for this meeting. The District Director establishes a committee with the clubs of the Director's district to coordinate the awards and Life Member recognition; all printings and notifications; protocol for meals, head and honor table seating arrangements, etc. (see Protocol in this Manual below); registration and voting cards for the meeting. The District Director also arranges and approves tentative expenses, date, location, speakers, activities, programs and menus. Expenses must be kept in line with budget or approved by the President or Executive Committee as outlined in the Bylaws VIII, 4.

## **Invited Guests**

Invitations should be extended to the presidents of the other five New England State Federations to attend one of the annual meetings during their terms, preferably at the end of their first year of office. The NGC President and the NER Director are to be invited to one of the annual or board meetings during their term of office. The President, five months prior to the meeting, requests that the Corresponding Secretary send the Call to the meeting and letters of invitation to all NER Presidents, the NGC President, and the NER Director, if they are to be included. The President or Corresponding Secretary communicates with the NGC office about arrangements for the visit of the NGC President.

## **Nominating Committee**

See Bylaws X.

## **Rotation**

The Executive committee is responsible for scheduling meetings each year which will permit an equitable distribution among the Districts.

## **BOARD MEETINGS**

All members of the Board are expected to attend the fall Board Meeting, membership meetings and the Annual Meeting. If a board member is unable to attend, an alternate should be sent in that member's place. Attendance by club members is also encouraged. An organizational meeting may be held biannually. See Bylaws IX, 1 and 3.

## **DISTRICT MEETINGS**

The President may call for a District meeting in each of the North, Central, and Southern districts of Vermont.

## **EXECUTIVE COMMITTEE MEETINGS**

See Bylaws IX, 1.

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## **MEETINGS – GENERAL**

### **Meeting Registrar**

The District Director appoints a Registrar to process registrations for the meeting, prepare credentials reports at the meeting and determine if a quorum is present. The Registrar also verifies the eligibility of Board members or their designee to vote at Board meetings.

### **Minutes and Minutes Review Committee**

See P&P, OFFICERS, Recording Secretary. At each Board, membership and Annual Meeting the President appoints two people to serve on this committee. The committee's duties are to read the minutes of the meeting and suggest necessary corrections, if any, to the Recording Secretary. A committee member announces at the following meeting that the minutes have been read, corrected and circulated, and recommends approval. The minutes for the Annual Meeting are approved at the next Annual Meeting.

### **Protocol and Hospitality**

Guidelines for proper seating at head tables, guest and speaker hospitality, placement of people in receiving lines, etc. at NGC, NER, and FGCV functions are outlined in the Protocol Handbook, available from NGC. NOTE: All Past Presidents should be recognized at the Annual Meeting. The FGCV usually pays for one night's lodging and the meeting lunch for the NGC President and the NER Director (or a designee should they not be able to attend) at the Annual Meeting. Small hospitality gifts, preferably appropriate to the State of Vermont, are usually given. Gifts are also given to any of the New England Regional Presidents who attend the Annual Meeting. Payment for other meals for the NGC and NER Presidents may be considered by the Executive Committee as the budget allows.

## **NER MEETINGS**

See P&P, V - NATIONAL AND REGIONAL

## **ELECTRONIC MEETINGS AND VOTING**

### **Policy & Procedure Guidelines for Email Voting**

The FGCV Bylaws authorize the Finance and Executive Committees and the Board to vote by electronic means. The following are guidelines to be observed when an email vote is conducted:

a. The FGCV President or chairman of the appropriate committee shall present action to be approved in the form of a motion and send this motion to each member of the voting body by electronic device. The President/Chairman shall request confirmation of receipt. An explanation of the circumstances, including why the matter cannot wait for the next committee meeting, must accompany the motion. The name of the Secretary to whom the vote is to be returned will be included in the email as well as the period of time allowed for voting.

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- b. Comments, either positive or negative, (debate) may be made by any voting member and should be sent to all.
- c. Votes on the motion are to be returned to the FGCV Recording Secretary or designated committee Secretary within the stated time period. The President/Chairman may vote on the motion with other committee members.
- d. A vote may be changed up until the time that the President/Chairman declares that a motion has been adopted/defeated.
- e. A majority vote of the entire committee shall adopt a motion. A motion will be considered adopted whenever a majority vote of the entire committee in the affirmative is reached, even if before the end of the specified time period.
- f. The FGCV Recording Secretary/appointed Committee Secretary shall compile the vote and immediately notify the President/Chairman when a majority vote of the entire committee has been reached. At the end of the voting period, the Secretary shall send a Tellers Report to the President/ Chairman which will include: Record of those sent the motion; Date and time motion was sent and the polls were open; Number of votes needed for approval; Number of votes cast; Number in favor; Number opposed; roll call of the voting will be available from the Secretary upon request by any committee member.
- g. The President/Committee Chairman will immediately declare the result of the vote to all members of the appropriate voting body by electronic device when notified by the Secretary that a majority vote has been reached
- h. The motion, Tellers Report and result of the vote shall be recorded in the minutes of the next meeting of the Committee.

Approved 5/216/16 by Executive Committee

## V. NATIONAL AND REGIONAL

### NATIONAL GARDEN CLUB CONVENTIONS AND BOARD MEETINGS

The Call to the Convention will be printed in the winter issue of The National Gardener. The annual convention is held no earlier than the last week in April and no later than the first week in June. The fall NGC board meeting is held during the first two weeks of October, when possible. The President of FGCV is automatically a member of the National Board of Directors and, as such, is expected to attend the convention and Fall Board Meeting each year. A nominee for the state President (or President Elect), to be elected in June following the national convention attends the NGC President's organizational meeting at the end of the National Convention.

### NATIONAL GARDEN CLUBS STUDY SCHOOLS

#### Flower Show School

NGC provides the educational opportunity through the Flower Show Schools (FSS) Program whereby its members may become accredited flower show judges or attend sessions merely

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to enrich their knowledge of horticulture, design and flower show procedures. See the Chair of the Judges' Council for more information.

## **Environmental Study School**

The focus of this school is "The Living Earth" environmental studies. NGC's National Gardener lists the locations of the study schools.

## **Gardening Study School**

The focus of this school is helping members become accomplished horticulturists. Responsibilities of the chair are outlined in NGC Handbook for Gardening Study which may be ordered from member services.

## **Landscape Design Study School**

Responsibilities of the chair include: keeping up-to-date records of Vermont landscape design consultants and giving them the information received from the NER and NGC chairs; educating garden club members and the public to know good landscape design practice and to serve as guardians of the natural and the man-made landscape. The chair also encourages attendance of NGC Landscape Design courses. Courses for this study are noted in The National Gardener and are outlined in NGC Landscape Design Handbook. Responsibilities of the chair are outlined in NGC Handbook for Gardening Study which may be ordered from member services.

## **NATIONAL GARDENER**

This is the official publication of the NGC. Members of the FGCV are encouraged to subscribe to this periodical. Information is available on the NGC website, which may be reached through a link on the FGCV website <http://www.vermontfgcv.com>.

## **NEW ENGLAND REGION – MEETINGS AND SYMPOSIUM**

The six New England States (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont) comprise the NER. They sponsor the NER meeting, the regional Flower Show Symposium and the choice for the Regional Director's position on a rotational basis. The meetings are planned by the Regional Director with the hostess state president and a state committee. States may choose to hold Annual Meeting at same time as Symposium (advanced courses for flower show judges) or they may be held at separate times. The rotation schedule is listed and explained in the NER Bylaws. The NER Bylaws also provide for alternatives in the event that a State Garden club is unable to accept its turn in any rotation. These Bylaws, and all details regarding the rotation, are available on the NER website: [www.ngcner.org](http://www.ngcner.org).

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## VI. CALENDAR

(See Meetings in Bylaws and in P&P)

April	District Meetings of FGCV President
April 15	Deadline for FGCV award applications to be in the hands of the FGCV Awards Chair
April/May/June	NGC Annual Convention held “no earlier than the last week in April and no later than the first week in June”
June 1	Deadline for payment of NER dues by the FGCV
June	FGCV Annual Meeting
Before August 25	Organizational Board Meeting. See Bylaws, IX
NER award	Applications to be in the hands of the FGCV Awards Chair **
September 1	Deadline for each FGCV club to pay annual dues to NGC.
September/October	NGC fall Board Meeting
October	FGCV Board Meeting third week – NER Annual Meeting
December 15	Deadline for NGC Award applications to be in the hands of the FGCV Awards Chair. **

\*\* Please check respective web sites for changes of date

## VII. ADDENDUM

The Bylaws and Policy and Procedures Manual Review Committee recommends by the time the next review of the Policies and Procedures Manual is redone each Chair have a job description of the committee’s responsibilities to form an addendum to this manual. The committee information in this manual is descriptive of general responsibilities that may change from time to time, but is not designed to be a detailed description of procedures used to accomplish tasks.