

PART I
ORGANIZATION

National Garden Clubs, Incorporated
Central Region
Federated Garden Clubs of Missouri, Inc.
Districts
Individual Garden Clubs
Parliamentary Procedure

NATIONAL GARDEN CLUBS, INC.
HISTORY and OBJECTIVES

National Garden Clubs, Inc. (NGC), founded in 1929 with a nucleus of thirteen state garden clubs, is now the largest organization of its kind in the world. It enjoys a membership of 188,031 members in 5,737 clubs throughout fifty states and the National Capital Area. Affiliate members number in the thousands in more than 100 clubs and plant societies throughout the world. Sponsored groups of Youth Gardeners swell the ranks by another 70,000. Communication is individually achieved through the official magazine, *The National Gardener*, published six times each year. (Formerly National Council of State Garden Clubs, Inc., Chicago)

The visionary concepts which led to the organization of NGC have remained constant, expanding with the needs and challenges of the times. The founders recognized, even in 1929, the need to conserve natural resources, preserve our heritage, improve horticultural and conservation practices and to develop an appreciation of natural beauty. The objects and purposes, for which the Corporation is organized, as contained in paragraph 5, as amended, of the Articles of Incorporation, are:

1. To be organized exclusively for charitable, educational, and scientific 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 the corresponding section of any future federal tax code;
2. to coordinate and further the interests and activities of State Federations of Garden Clubs, State Garden Clubs, State Associations of Garden Clubs and The National Capital Area Garden Club, together with similar organizations in the territories and possessions of the United States and foreign countries;

3. to aid in the protection and conservation of natural resources, to promote civic beauty and encourage the improvement of roadsides and parks;

3

4. to encourage and assist in establishing and maintaining botanical gardens and horticultural centers for the advancement of science and for the enjoyment and education of the public;
5. to study and advance the fine arts of gardening, landscape design, floral design and horticulture;
6. to cooperate with other organizations in the furtherance of the foregoing objectives and in such activities as may be determined by the Board of Directors;
7. to further horticultural education, conservation and landscape design through gift scholarships;
8. to establish and maintain permanent headquarters and to construct and furnish buildings and improvements to house the same in the City of St. Louis, State of Missouri, and in such other place or places as might be lawfully selected and determined by the Board of Directors;
9. to acquire real and personal property and any interest therein, by purchase, gift or any other legal means, as may be necessary and proper for carrying on its legitimate affairs;
10. to restrict the activities of the Corporation so that no part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of the corporation. No substantial part of the

activities of the corporation shall be carrying on of propaganda, or otherwise attempting to influence legislation; the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on by:

4

(a) a corporation exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or

(b) a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code or corresponding section of any future federal tax code and,

11. upon dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purposes. Any such assets not disposed of shall be disposed of by the Circuit Court of St. Louis County, Missouri, exclusively for such purposes or to such organization or organizations, as the court shall determine, which are organized and operated exclusively for such purposes.

Operating on these basic concepts, NGC has evolved into a prestigious organization of dedicated members who wholeheartedly support its charitable, civic and educational programs. Throughout the United States and many other countries, NGC

members are involved in projects of beautification, civic development, conservation, environmental improvement, education, garden therapy, world gardening, historic preservation, work with youth and the aged, wildflower preservation, as well as providing scholarships for worthy students interested in specific fields within the organization's realm of concerns.

NGC is headquartered on 6.2 acres purchased from and adjacent to the Missouri Botanical Garden at 4401 Magnolia Avenue in St. Louis. The Headquarters Building houses the offices of the Executive Director and staff, as well as the Member Services Department and the Circulation Department of *The National Gardener*, the official publication. Garden Club members are encouraged to visit the facility for a tour or meeting if prearranged with the Executive Director.

Since NGC dues are used for administrative purposes, all of the home repairs and general beautification of the building and grounds comes from the Permanent Home and Endowment Fund which is

5

administered by the Trustees. This fund has been built through gifts from dedicated members and clubs. All money gifts are recorded and featured in various placements throughout the buildings and the six-acre garden. Below are specific places for specific amounts to be recorded.

**CATEGORY OF GIFTS TO
PERMANENT HOME and ENDOWMENT FUND**

STEWARDS OF TOMORROW (Located along Garden Wall)	
Size 5 ½" x 18" Plate	\$1,000.00—\$2,499.00*
Size 12" x 18" Plate	\$2,500.00 or more*
FRIENDS OF THE FUTURE (Plaque on Wall of East Foyer)	
	\$500.00—\$999.00*

HONOR BOOKS

GOLD BOOK	Name of Honoree Inscribed	\$100.00—\$499.00
-----------	---------------------------	-------------------

BOOK OF LOYALTY	Name of Honoree and Donor Inscribed	\$ 50.00
ROLL OF HONOR BOOK	Name of Honoree and Predetermined Wording in Calligraphy, on one page	\$100.00
SILVER ANNIVERSARY BOOK	Name of Honoree and Donor Inscribed	\$ 25.00
BOOK OF APPRECIATION	Name of Honoree and Donor Inscribed	\$ 10.00
BOOK OF REMEMBRANCE	Name of Honoree and Donor Inscribed	\$ 10.00
BOOK OF TENTH ANNIVERSARY OF PERMANENT HOME	Name Inscribed	\$ 10.00
PARADE OF GARDEN CLUB PRESIDENTS	Name of Honoree, Dates Served and Organization Inscribed	\$ 10.00
GARDEN GIFTS BOOK	Name of Honoree and Donor Inscribed	\$ 10.00 or more

*Any balance left after cost of inscription of names will go into the Permanent Home & Endowment Fund. When any club, small or large, has contributed \$1.00 per member, it is given a Citation stating that it is 100% on the records of the Permanent Home and Endowment Fund.

6

NATIONAL LIFE MEMBERSHIPS

The National Life Membership Program was established in 1929 in the Bylaws. The tax-deductible contribution was established at \$100, but at the 1994 NGC Convention the contribution was increased to \$200. One-half of the Life Membership fee is credited to the Permanent Home and Endowment Fund and one-half goes to the National Scholarship Endowment Fund. Life Memberships may be held by any person interested in the goals and objectives of NGC. A dinner meeting celebration is held during the NGC Annual Convention to present National Life Members added during the previous year.

NATIONAL GARDEN CLUBS, INC. SCHOOLS

For the purpose of educating its members, the NGC administers four series of schools which are: Flower Show Schools, Landscape Design Schools, Gardening Study Schools and Environmental Studies Schools. These school series are sponsored by State Garden Clubs and chaired locally according to NGC guidelines.

NATIONAL GARDEN CLUBS, INC. SCHOLARSHIPS

NGC offers financial aid in the form of more than thirty scholarships with an annual grant of \$3500.00 or more to promote the study of horticulture, floriculture, landscape design, botany, plant pathology, forestry, agronomy, environmental concerns, city planning, land management and/or allied subjects.

States are entitled to submit candidates for consideration according to the size of their membership. Recipients are then chosen in the spring by the NGC Scholarship Committee for the following academic year.

NATIONAL GARDEN CLUBS, INC. AWARDS

NGC offers many awards each year at the Annual Convention. Rules for these awards are announced in the September/October issue of the national publication, *The National Gardener*, in the odd-numbered years. Changes are published in the September/October issue in the even-numbered years. State Garden Clubs annually submit the blue ribbon entries from the state for consideration by the NGC Awards Committee. Results are announced at the NGC Annual Convention.

7

NATIONAL GARDEN CLUBS INC. CONTESTS

NGC administers a number of contests announced in the July/August and September/October issues of the national publication, *The National Gardener*. State Garden Club Chairmen submit blue ribbon entries from the local contest. Some competitions are chosen by Regions and are submitted through the Regional Chairman in charge. Results are announced at the NGC Annual Convention. These contests include

annual poster and poetry contests for Youth Gardeners, The Award of Honor, the Youth and Poetry Contest and many others.

MEMBER SERVICES

Member Services is a department at National Headquarters which merchandises supplies for garden club activities, Orders may be placed by calling: 1-800-550-6007 or 314-776-7574,
 FAX: 314 776-5108
 E-mail: headquarters@gardenclub.org

NATIONAL GARDEN CLUBS, INC. WEB SITE:

Internet: www.gardenclub.org

In order to promote communication and representation, NGC is divided into eight Regions as follows:

REGION	STATES	REGION	STATES
New England	Connecticut Maine Massachusetts New Hampshire Rhode Island Vermont Missouri	Central	Illinois Indiana Iowa Michigan Minnesota Wisconsin
Central Atlantic	Delaware Maryland National Capital Area New Jersey New York Ohio Pennsylvania	Rocky Mountain	Colorado Kansas Montana Nebraska North Dakota South Dakota Utah Wyoming
South Atlantic	Kentucky North Carolina South Carolina Virginia Texas West Virginia	South Central	Arkansas New Mexico Oklahoma
Deep South	Alabama Florida Georgia Louisiana Mississippi Tennessee	Pacific	Alaska Arizona California Hawaii Idaho Nevada Oregon Washington

RULES OF PROCEDURE

Missouri is a State Federation grouped in the Central Region (CR). It is presided over by a Regional Director who serves as a member of the NGC Executive Committee with the seven other Regional Directors. The office of Regional Director rotates among the seven states in the following order: Iowa, Indiana, Missouri, Michigan, Illinois, Wisconsin and Minnesota. The Regional Director and Assistant Director, having met the qualifications required by the NGC Bylaws, are elected by the State Garden Club for a two-year term. The Director then appoints the remaining officers of the Region, as well as a Board of Directors. Missouri elects the Director every fourteen (14) years. A Director from Missouri will serve the 2023-2025 term.

GENERAL ASSEMBLY

The Central Region (CR) Convention is open to all interested garden club members. The General Assembly shall be made up of all members and delegates registered for the convention.

DELEGATE SELECTION FOR CONVENTIONS

In addition to members serving on the Board of Directors, each state shall be entitled to elected delegates and alternates. Delegates to be determined by allowing one (1) delegate and one (1) alternate for each five hundred (500) members with a maximum of ten (10) delegates and ten (10) alternates, and a minimum of three (3) delegates and three (3) alternates. An alternate shall become a delegate when a vacancy occurs.

Each state shall determine its own method of selection of delegates and alternates. Each State President shall mail a list of delegates and alternates to the Convention Credentials Chairman three (3) weeks prior to the CR Convention and it shall be the official list of delegates and alternates for that state garden club. The State President may fill the authorized quota of delegates and alternates

at the time of the CR Convention by presenting the credentials of registered members of that state to the Credentials Chairman.

10

REGIONAL DIRECTOR

To be eligible for the nomination as Regional Director or Alternate Regional Director, each nominee shall have served as President of a State Garden Club for a minimum of two (2) years and shall have attended two (2) of the three (3) last NGC Annual Conventions and Regional Conventions/Meetings preceding the election. (NGC Bylaws VIII, 1D)

The NGC Nominating Committee is composed of a Chairman, Vice-Chairman and two members from each Region. Two State Garden Clubs within the Region elect a member, an alternate member and a member-at-large in the following rotation: Iowa, Illinois, Michigan, Missouri, Indiana, Minnesota, Wisconsin. All candidates are elected by the State Board of Directors in the even-numbered year prior to service and presented at the Annual Regional Meeting. Missouri will elect a member, alternate member and member-at-large for the 2011-2013, MO-IN; 2017-2019, MI-MO; 2025-2027, MO-IN terms.

To be eligible to serve as a member and alternate member, each member shall have served two (2) years as an elected officer of a State Garden Club, a minimum of two (2) years as a member of the Board of Directors of NGC and attended two (2) of the previous three (3) Central Region Annual Conventions prior to assuming that position. The member and alternate member and member-at-large must reside within the region represented.

CENTRAL REGION MEETINGS

The Central Region holds an Annual Meeting in the fall of the year. Member states host this event in the following order of rotation: Iowa, Illinois, Michigan, Missouri, Indiana, Minnesota and Wisconsin. Missouri hosts the Regional Meeting every seven years. Missouri will host the next meeting in the fall of 2019 and again in the fall of 2026.

A *Central Region Newsletter* is published three times each year.

11

STATE PRESIDENTS' RESPONSIBILITIES

1. Send a list of the State Board of Directors to the Central Region Director. Send six (6) copies of address labels of the Executive Committee members, the District Directors and First Assistant District Directors to the Central Region Newsletter Editor.
2. Invite the Central Region Director to attend at least one (1) State Convention during her term of office. The State will underwrite the CR Director's registration, housing and meals.
3. Keep a copy of the 'Central Region Rules of Procedure' and minutes of the Central Region Conventions on file.
4. Print name and address of Central Region Director together with her Regional Theme in the State publication.
5. Publish all information about the Regional Convention in State publications and on the Website.
6. Place name of Central Region Director on the mailing list for complimentary copies of all State publications.
7. Send list of Delegates and Alternates for the Central Region Conventions to the Regional Chairman.
8. Bring a State gift with a minimum value of forty dollars (\$40.00) to the Central Region Convention to benefit the *Central Region Newsletter*.

12

CHAPTER III

FEDERATED GARDEN CLUBS OF MISSOURI, INC.

HISTORY

In 1915 the first garden clubs, St. Louis Garden Club and Rowena Clark Garden Club, were organized in St. Louis. Three years later Kansas City Garden Club was founded, and in 1919 Columbia Garden Club was formed. This covered the eastern, central, and western parts of the State and soon the movement spread throughout Missouri.

THE FEDERATED GARDEN CLUBS OF MISSOURI, INC. (FGCM) was organized March 30, 1933, in St. Louis by representatives of nine clubs from various sections of the State. The FGCM became a member of National Council of State Garden Clubs, Inc. (National Garden Clubs, Inc., NGC (2001) on April 3, 1937, and was incorporated January 3, 1952, with pro forms decree (perpetual status).

INSIGNIA

The insignia of the FGCM is a sketch of a native tree, the Hawthorn. It was designed by Mr. S. Herbert Hare, a Landscape Architect from Kansas City, Missouri, and was adopted October 18, 1934, at a meeting in Springfield. It was used first on the cover of the program

of the Semi-Annual Meeting held in St. Francois County on October 7-8, 1935, and on the first Directory printed that same year.

The blossom of the Hawthorn tree is the official State Flower of Missouri. It was so designated by the 52nd General Assembly in 1923. The law enacted reads as follows: “The Hawthorn, the blossom of the tree commonly called the ‘Red Haw’ or ‘Wild Haw’ and specifically designated *Crataegus*, is hereby declared to be the floral emblem of Missouri, and it shall be the duty of the State Board of Agriculture and Horticulture to recognize it as such and encourage the cultivation of said tree on account of the beauty of its flower, fruit and foliage.”

There are more than 125 species of the Hawthorn *Crataegus* (from the Greek word for strength, referring to the tree’s tough wood), growing in Missouri.

13

State Flower:	Hawthorn	(<i>Crataegus</i>)
State Tree:	Dogwood	(<i>Cornus florida</i>)
State Bird:	Eastern Bluebird	(<i>Sialia sialis</i>)

FGCM ANNUAL CONVENTION

FGCM holds an Annual Convention in the spring of the year. Member Districts host this event in the following order of rotation:

- 2013—Northwest District
- 2014—East Central District
- 2015—Central District
- 2016—Southwest District
- 2017—Northeast District and North Central District
- 2018—West Central District
- 2019—Mid-Central District
- 2020—South Central District
- 2021—Southeast District
- 2022—Northwest District
- 2023—East Central District

FGCM SPONSORED PROJECTS

Scholarships

FGCM shall administer three types of scholarship funds: The FGCM Scholarship Fund, the Ernest and Lillian Swanson Scholarship Trust, and Special Scholarships funded by clubs and/or individuals. The FGCM Scholarship recipients are junior, senior or graduate students majoring in plant related sciences at a Missouri college/university. The Ernest and Lillian Swanson Trust Scholarship is awarded to deserving students majoring in plant genetics or related subjects who are Missouri residents attending any university or community college. Special scholarships are funded by clubs and/or individuals with requirements of the scholarship designated by the donor. Missouri offers The Virginia Thomas Scholarship to a student from a foreign country studying plant-related sciences at a Missouri college/university. Tek Neuner and Ina Morrow endow additional grants.

14

State Fair Exhibits

FGCM participates in the administration of the Floriculture Exhibit Building at the State Fair held in Sedalia during August. Each District is expected to furnish an Educational Exhibit for display during the ten day event, and club members are encouraged to support the Flower Show on Federation Day (first Wednesday after opening day), as well as specialty shows held other days. A copy of the Fair Schedule is on-line now and you can download the “Floriculture” section at: www.missouristatefair.org.

State Fair Gazebo

FGCM sponsored the construction of a gazebo on the State Fair Grounds in Sedalia, Missouri which was dedicated on August 22, 1993. NGC PETALS grants from Shell Oil Company provided a portion of the funds for the landscaping around the gazebo which was

completed in two phases. FGCM members maintain the property with donations of time and personal effort.

Presidents' Row

FGCM planted an alee of forty trees leading to the entrance of the Visitor's Center at Powell Gardens near Kansas City to honor the Presidents of the Missouri Federation whose names appear on a plaque in the lobby. This alee, called Presidents' Row, was dedicated on April 17, 1997. FGCM members maintain the trees with monetary donations to Powell Gardens.

National Garden Week

FGCM celebrates National Garden Week the first full week of June each year. Mel Carnahan, Governor of the State of Missouri, signed a proclamation for this observance in perpetuity in January, 1994.

15 Arbor Day

Arbor Day is an annual observance that celebrates the role of trees in our lives and promotes tree planting and care. Arbor Day is traditionally observed in Missouri on the first Friday in April. Arbor Day was first observed in Nebraska in 1872 after Julius Sterling Morton, a newspaper editor and environmentalist, created this commemorative day in an effort to promote the planting of trees on the treeless central plain. Today his home is open to the public as a park and meeting place for environmental groups. The official National Arbor Day is celebrated on the last Friday in April. Trees, planting information and Arbor Day ceremonies may be obtained from:

The National Arbor Day Foundation

100 Arbor Avenue
Nebraska City, NE 68410

Or Call: 402 474-5655.

Life Memberships

State Life Memberships are honorary memberships bestowed after a gift of \$50 is made to the State Scholarship Fund. Fourth State President Mrs. O. L. Seabaugh of Cape Girardeau received the first State Life Membership from the Federation after she initiated the Scholarship Loan Fund with a gift of \$50. These honorary memberships are available from the State Life Members Chairman.

16 BYLAWS

THE FEDERATED GARDEN CLUBS OF MISSOURI, INCORPORATED

ARTICLE I – Name

The name of the organization is The Federated Garden Clubs of Missouri, Incorporated (FGCM), hereinafter referred to as "FGCM" or "State."

ARTICLE II – Objectives

The Objectives of FGCM are to:

1. Operate on a non-profit basis for civic purposes.
2. Maintain membership in, and cooperate with the objectives of the National Garden Clubs, Inc..
3. Advance the fine art of gardening, of floral and landscape design, and the study of horticulture and environmental issues.
4. Coordinate the interests of the garden clubs of the state and bring them into a closer relationship of mutual helpfulness by association, conference and correspondence.
5. Aid in the protection and conservation of natural resources, protect civic beauty and encourage the improvement of roadsides and parks.
6. Cooperate with other agencies furthering the interest of horticulture and conservation.
7. Restrict the activities of the corporation so that it shall not be used or operated for private profit, and no property of the corporation shall inure to the private profit of any member or special group, or be used for any purposes other than stated in (1.) above.

Section 1. In order to correlate activities and interests, promote better understanding and encourage mutual helpfulness, the state shall be divided into districts.

Section 2. The elective officers of each District shall be Director, Assistant Director, Secretary, Treasurer and such other officers as are necessary to facilitate the work.

Section 3. District Directors and other officers shall be elected and installed in the odd-numbered years at their Annual District Meeting.

Section 4. To be eligible for the office of District Director, a member must have served on the District Board of Directors for at least one full term, must have attended two District Annual Meetings and one FGCM Convention and be a resident of that District.

ARTICLE IV – Membership

Section 1. The Membership of the FGCM shall consist of two classes: Voting and Non-Voting.

Section 2. A club or division of any other organization within the State of Missouri having a minimum of eight members interested in the objectives of FGCM shall be eligible for voting membership.

Section 3. Application for new clubs are received by the District Director and sent to the State President with a typewritten list of members' names and mailing addresses. Upon approval by the State President and the District Director, the Director shall obtain the dues and issue a GARDEN CLUB MANUAL, which is furnished by FGCM to the club. The application, list of members and addresses and dues shall be sent by the Director to the State Treasurer for processing.

Section 4. The Voting Membership shall consist of clubs fulfilling the requirements of a Federated Garden Club as follows:

- a. Study in some aspect the fine art of gardening.
- b. Have a minimum of eight members.
- c. Pay dues to FGCM and their resident District.

- d. Subscribe to all other objectives of FGCM.

18

Section 5. Voting privileges at the Annual Convention are outlined under ARTICLE X – Annual Convention, Section 3.

Section 6. The Non-Voting Membership shall consist of:

- a. **Life Members** and Members-at-Large; both not holding membership in a Federated Garden Club.
- b. Associations/Councils consisting of two or more Federated clubs cooperating to achieve mutual objectives and governed by Bylaws consistent with the Bylaws of FGCM.
- c. Sponsored Groups such as Youth Gardeners and/or other groups assembled for educational purposes.

Section 7. Non-Voting members may attend the Annual Convention, but shall have no right to vote or debate, nor be eligible to hold office.

Section 8. FGCM shall refrain from membership in any organization other than National Garden Clubs, Inc.

ARTICLE V – Dues, Fees and Contributions

Section 1. Dues

- a. The annual dues payable to the State shall be on a calendar-year basis.
- b. The annual dues of the Federation shall be \$10.00 per member of each club which will include National Garden Clubs, Inc. dues and *The Garden Forum* subscription.
- c. District dues shall be determined by the respective Districts.

- d. Dues are payable to the Club Treasurer, who shall forward dues to the State Treasurer and District Treasurer **on or before the first day of November**, for the following calendar year.

19

- e. Dues are delinquent after December 31. Clubs failing to remit by this date shall forfeit voting privileges at the Annual Convention.
- f. Garden clubs failing to remit dues before November 1 of the following year shall forfeit membership.
- g. There shall be no annual individual State dues for Youth Gardeners.

Section 2. Fees

One annual fee of \$10.00 per state for all Youth Garden groups within FGCM shall be paid to National Garden Clubs, Inc. by the State Treasurer prior to September 30.

- a. One annual fee of \$100.00 per state for all member states of Central Region shall be paid to the Central Region Secretary/Treasurer prior to September 1.
- b. There shall be no annual fee for Associations/Councils within the State.

Section 3. Contributions

The one-time contribution of an Honorary State Life Membership shall be \$50.00. A Life Member holding membership in a Federated Garden Club shall continue to pay annual dues.

(Elective Contributions of \$5 minimum amounts may be made by individual garden clubs toward Blue and Purple Ribbon Status, see listing on Page ____

Honor Book Contributions \$10 made be made to honor a member or former member, money goes to the Scholarship Fund.)

ARTICLE VII – Duties of Officers

Each officer shall serve as a member of the Executive Committee and the Board of Directors, perform the duties prescribed by these Bylaws, the Standing Rules and the adopted Parliamentary Authority; and report to each Annual Convention and at other times as required.

Section 1. The President shall:

- a. Preside at meetings of the Executive Committee, the Board of Directors, the Annual Convention and all called meetings.

21

- b. Appoint a Corresponding Secretary, Parliamentarian, Editor of *The Garden Forum*, Webmaster, FGCM Standing and Special Committee Chairmen and Committee Members with the exception of the Nominating Committee, and those serving by virtue of their office, to be ratified by the elected officers at the next meeting of the Executive Committee.
- c. Be a member ex-officio of all committees except the Nominating Committee.
- d. Call special meetings when necessary.
- e. Issue the Call to the Board of Directors meetings and the Annual Convention; the Official Call to the Convention is to be published in *The Garden Forum* and the FGCM Website.
- f. Supervise plans and prepare the agenda for the Convention.
- g. Approve payment of bills within the approved budget and issue vouchers for payment by the State Treasurer.
- h. Countersign all vouchers ordered by the Board of Directors or Convention.

20

ARTICLE VI – Officers and Eligibility

Section 1. Elected Officers

The elective Officers of FGCM shall be President, First Vice-President, Second Vice-President, Third Vice-President, Recording Secretary and Treasurer. The First Vice-President shall become President-Elect as of January 1 in the election year.

- a. To be eligible for the office of President and First Vice-President, a member must have served on the Board of Directors for at least two full terms immediately prior to nomination and must have attended at least one National Convention and one Regional Meeting within five years prior to nomination.

(b. To be eligible a member must be a resident of Missouri. Or Be a member in good standing of a Federated Missouri garden club.)

- b. To be eligible for any other elective State office, a member must have served on the Board of Directors at least one full term prior to nomination.
- c. No elected officer having served more than half of one term may succeed in that office, except the Treasurer.

Section 2. Appointed Officers

The appointed officers of FGCM shall be Corresponding Secretary, Parliamentarian, the Editor of *The Garden Forum* and the Web Manager.

- i. Review the Minutes and return promptly to the Recording Secretary.
- j. Send an alphabetical list of each District's clubs that have submitted yearbooks before February 1 to the State Club Ratings Chairman before February 15.
- k. Hold a key to safe deposit box, maintain a current list of contents, sign the bank card authorization and retain the corporate seal.
- l. Serve as a Trustee on the Scholarship Trust Committee.
- m. Attend State and District Annual Meetings, Regional Meetings and National Garden Clubs, Inc. Board and Convention Meetings.

22

- n. Officially represent FGCM on the Board of Directors of National Garden Clubs, Inc. and the Executive Committee of Central Region.
- o. Serve as a signatory on all accounts at the FGCM bank of record, as well as, perform such other duties as usually pertain to the office.
- p. Perform such other duties as usually pertain to the Office.
- q. See additional duties pertaining to the Central Region responsibilities—Page 12.

Section 2. The First Vice-President shall:

- a. Perform the duties of the President in her absence.
- b. Be a member of the Annual Convention Committee.

- c. Serve as Chairman of the Scholarship Trust Committee.
- d. Serve as a member of the Budget Committee.
- e. Plan with the President, and preside at a meeting of the District Directors at the Fall Board of Directors Meeting, and coordinate the dates and locations of the District Annual Meetings for the following year.
- f. Assume the duties of the President-Elect on January 1 in the election year.

Section 3. The President-Elect shall:

- a. Perform the duties of the President in her absence.
- b. Select potential Chairmen of Committees to be ratified at the next meeting of the Executive Committee.
- c. Plan the summer and fall meetings of the Board of Directors.
- d. Issue invitations to the National President-Elect and the Central Region Director-Elect to attend the Annual Conventions during the coming term.

23

Section 4. The Second Vice-President shall:

- a. Perform the duties of the President in the absence of the President, President-Elect or First Vice-President.
- b. ~~Be chairman of the Organization Study Committee.~~
- c. Maintain a file of current District Bylaws.
- d. Serve as Co-Chairman of the Scholarship Committee.
- e. Be a member of the Scholarship Trust Committee.
- f. Serve as a member of the Budget Committee.

Section 5. The Third Vice-President shall:

- a. Perform the duties of the President in the absence of the President, President-Elect, First Vice-President or Second Vice-President.
- b. Be **Co-Chairman** of the Scholarship Committee.
- c. Be a member of the Scholarship Trust Committee.
- d. Be **chairman of the Organizational Study Committee.**

Section 6. The Recording Secretary shall:

- a. Record minutes of all meetings of the Executive Committee, District Directors, Board of Directors, the Annual Convention and any called meeting.
- b. Submit each document to the President within 30 days of the event.
- c. Distribute copies of approved minutes, as required.
- d. Be the custodian of all such records.

24

Section 7. The Treasurer shall be bonded. He/She shall:

- a. Collect and hold all monies, funds and other intangible properties belonging to FGCM; with the exception of the Ernest and Lillian Swanson Scholarship Trust, and trusts exceeding ten thousand dollars (\$10,000.00), and deposit within one week of receipt.
- b. Be responsible for receipts and disbursements.

- c. Collect all dues for membership and forward appropriate dues and fees to National Headquarters in compliance with the Bylaws of National Garden Clubs, Inc.
- d. Send club membership list, which accompanies dues, **immediately** to the Circulation Chairman of *The Garden Forum* for mailing purpose.
- e. Send copies of each **new club** membership list, which accompanies dues, and **new club** application **immediately** to the Membership Chairman and the Circulation Chairman of *The Garden Forum*.
- f. Send an alphabetical list of each District's Clubs' Purple Ribbon elective Contributions received during the previous calendar year to the State Club Ratings Chairman before February 1.
- g. Send list of delinquent clubs forfeiting voting rights to the Registration Chairman of the Annual Convention.
- h. Pay all bills approved by the President or warranted by the Board of Directors or Convention upon receipt of a warrant signed by the President.
- i. Hold a key to the safe deposit box.
- j. Make current financial report to the Executive Committee at the Fall Board of Directors Meeting and the Annual Convention; and other times as may be required by the Board of Directors.
- k. Prepare an Annual Final Report at the close of the fiscal year for publication in *The Garden Forum*.

25

- l. Furnish to the State Budget Chairman the amount of current year's dues and interest, plus the balance for designated expenses.

- m. Serve as a signatory on all FGCM accounts.
- n. Serve as a member of the Budget Committee.
- o. Serve as a member of the Scholarship Committee.**
- p. Prepare and file the Internal Revenue Service Report.
- q. Provide the Auditing Chairman in office at the time of the Annual Convention all financial records within thirty days following the close of the fiscal year.
- r. Authorize inspection of all accounts and vouchers when requested.**

Section 8. The Corresponding Secretary shall:

- a. Be an appointed Officer.
- b. Conduct the correspondence at the direction of the President, the Executive Committee, or the Board of Directors which includes the Call to the Board of Directors Meeting.
- c. Maintain a current list of Chairmen, and members of all Standing and Special Committees.

Section 9. The Parliamentarian shall:

- a. be an appointed Officer;
- b. attend all meetings of the Executive Committee, Board of Directors, Annual Convention and all other meetings called by the President.
- c. when requested, advise the President and all members of FGCM on parliamentary law concerning FGCM proceedings.
- d. Fulfill required duties as outlined in the *Roberts Rules of Order Newly Revised*.

Section 10. The Editor of *The Garden Forum* shall:

- a. Be an appointed Officer.
- b. Coordinate the work of *The Garden Forum* staff.
- c. Receive and edit articles for publication.
- d. Be responsible for publishing *The Garden Forum*.
- e. Serve as a member of the Budget Committee.

Section 11. The Web Manager shall:

- a. Be an appointed Officer.
- b. Use information approved by the State President.
- c. Coordinate the work of the FGCM website with the Editor of *The Garden Forum*.
- d. Update the information on the website and delete outdated information.

ARTICLE VIII – Nominating Committee

Section 1. Structure

The Nominating Committee shall be composed of the State Personnel Chairman and one member from each of the ten Districts as elected by the membership of the resident District at their District Annual Meeting in the odd-numbered year to serve a two-year term as a member of the FGCM Board of Directors.

- a. To be eligible for election, the member must have served at least one full term as a member of the Board of Directors of FGCM and have attended one Annual Convention within the previous two years.

- b. If a member of the Nominating Committee is unable to attend a committee meeting, the District Director shall appoint a replacement from within the District who shall serve until the work of the committee is completed.

27

- c. The State Personnel Chairman shall serve as Chairman of the Nominating Committee and shall only vote in the event of a tie.

Section 2. Duties

- a. The Nominating Committee shall prepare a list of nominees, one name for each elective office, it having been ascertained that the nominees are eligible and willing to serve if elected.
- b. The Chairman of Nominating Committee shall:
 - 1) Announce the slate of nominees at the State Fall Board Meeting in even-numbered years;
 - 2) Direct this list to be published in the Call to Convention Issue of *The Garden Forum* in the odd-numbered year;
 - 3) Present this list of nominees to be voted upon at the Annual Convention in the odd-numbered year.

ARTICLE IX – Elections and Terms of Office

Section 1. Election

- a. Election of officers shall be held at the Annual Convention in the odd-numbered year.
- b. In addition to the slate of nominees offered by the Nominating Committee, a name may be submitted in

writing to the Personnel Chairman no less than thirty (30) days before the election.

- c. Nominations may be made from the floor.
- d. Election shall be by ballot, and a majority vote elects. When there is but one nominee for any office, election may be by voice.

28

Section 2. Terms of Office

- a. Officers shall be elected for a term of two years, or until their successors are elected.
- b. No elected Officer having served more than half of one term may succeed in office, except the Treasurer.
- c. Officers shall assume their duties at the close of the Convention in which they were elected with the following exceptions:
 - 1) The Treasurer finishes the term at the close of the fiscal year and is responsible for the Internal Revenue Tax Reports for both years of the term served;
 - 2) The immediate Past-President continues the responsibility of vouching for the disbursement of FGCM funds until the close of the fiscal year following election.
- d. In the event of the resignation, death, inability or permanent non-residence of the President, the President-Elect, First Vice-President and Second Vice-President, the Vice-Presidents shall move up in the order of rank, assuming the duties of the Office to which they succeed.

- e. In the case of any other elective office, including that of Third Vice-President, the Executive Committee shall vote by ballot on a person to fill the remainder of the term.

ARTICLE X – Annual Convention

Section 1. FGCM shall hold an Annual Convention in the spring, the place to be decided at a previous Annual Convention or by the Board of Directors. The Official Call to the Annual Convention shall be published in the Call to Convention Issue of *The Garden Forum* and the FGCM Website.

29

Section 2. The Voting Body at the Annual Convention shall consist of the registered Delegates and the Board of Directors. No Delegate shall represent more than one club nor cast more than one vote. If a member of the Board of Directors is also acting as a club Delegate, she shall be entitled to only one vote.

Section 3. Member clubs of FGCM shall be entitled to elect Delegates and Alternates from each club to the Annual Convention according to the following ratio:

- Club Membership of 8 to 50.....2 delegates and 2 alternates
- Club Membership of 51 to 100.....3 delegates and 3 alternates
- Club Membership over 100.....4 delegates and 4 alternates

- a. The names of elected delegates and alternates shall be sent by the president of the club to the Convention Registration Chairman no later than 15 days prior to the Annual Convention.
- b. Delegates to the Annual Convention must report to the Credentials Committee in person and sign for their

credentials prior to being seated at the business meetings.

- c. When a delegate is absent, the first alternate listed should inform the Convention Credentials Chairman of the substitution and sign to receive the appropriate credentials.

Section 4. A Quorum at the Annual Convention shall be one-third (1/3) of the Delegates registered and qualified to vote.

ARTICLE XI – Board of Directors

Section 1. The Board of Directors shall consist of the Executive Committee, District Directors and Assistant Directors, the Nominating Committee, the Advisory Council and FGCM Chairmen of Standing and Special Committees.

The Board of Directors shall be empowered to transact business of FGCM during the interim between Annual Conventions. Such actions shall be published in *The Garden Forum* and on the Website. Recommendations made by the Board of Directors immediately preceding the Annual Convention shall be acted upon by the Convention.

30

Section 2. Each member of the Board of Directors shall be an active member of a Federated Garden Club in Missouri.

Section 3. The Board of Directors shall meet at the Call of the President at least twice a year or upon written request from twelve members of the Board.

Section 4. Twenty-five members shall constitute a Quorum at any meeting of the Board of Directors.

Section 5. Each member of the Board of Directors shall, within one month of the expiration of her/his office, deliver to the successor all books, records and papers belonging to that Office.

ARTICLE XII – Executive Committee

Section 1. The Executive Committee shall consist of the President, First Vice-President, Second Vice-President, Third Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian, the Editor of *The Garden Forum* and the Webmaster.

Section 2. Elected members of the Executive Committee must be residents of Missouri. **(Move to Eligibility-Page 20 ARTICLE VI b.; or Delete or change to ‘must be a Member in good standing of of a Missouri garden club’**

Section 3. Appointments

a. The appointment of the Corresponding Secretary, Parliamentarian, Editor of *The Garden Forum* and the Webmaster by the President shall be subject to ratification by the elected Officers.

b. The appointment of FGCM Standing and Special Committee Chairmen and Members by the President shall be subject to the ratification of the Executive Committee.

Section 4. Newly elected District Directors and Assistant Directors shall be ratified by the Executive Committee.

31

Section 5. Duties

a. The Executive Committee shall be vested with the rights to suspend a club that does not meet the requirements of FGCM.

b. All other action taken by the Executive Committee shall be advisory and must be ratified by the Board of Directors.

1) The Executive Committee shall render decisions on all matters demanding immediate attention between meetings of the Board of

Directors, such action to be exercised only in case of necessity and to be ratified at the next meeting of the Board of Directors.

2) All business pertaining to the organization should be submitted to the Executive Committee prior to a Board of Directors Meeting.

3) A Quorum shall be five: The President or First Vice-President and four other members of the Executive Committee. In case of action involving the expenditure of funds of the State, the Treasurer must be included in deliberations.

4) When a meeting is not possible, a poll of the Executive Committee may be taken by written vocal or electronic device communication with prior approval of the President. The results to be reported in the next Executive Committee meeting minutes. A two-thirds vote in such action shall be necessary for adoption. **All discussion/comments by Committee Members shall be posted before the vote and each member’s vote shall be recorded.**

32

ARTICLE XIII – Advisory Council

Section 1. The Advisory Council shall consist of the Past State Presidents. When consulted, the Council shall consider questions affecting FGCM and give recommendations to the Executive Committee.

Section 2. The Chairman of the Advisory Council shall be that member who has most recently completed a term as President. In the absence of the Chairman, the committee shall elect from those present a Chairman pro-tem.

Section 3. Three members shall constitute a Quorum.

ARTICLE XIV – FGCM Chairmen

Section 1. State Chairmen shall:

- a. Be appointed by the President for the operation of the Federation subject to the ratification of the Executive Committee;
- b. Be members of the Board of Directors.

Section 2. A State Chairman shall:

- a. Report at the Fall Board of Directors Meeting.
- b. Send a written annual report to the President and a copy to the Editor of *The Garden Forum* before February 1.
- c. Submit an annual itemized bill for budgeted expenses to the President before March 15.
- d. Present in writing for approval by the Board of Directors any new plan of work proposed.
- e. Transfer the records of the Chairmanship to her/his successor within thirty days of the close of the administration served.

The official publication of FGCM shall be *The Garden Forum*.

ARTICLE XVI – Scholarships

The Scholarship Committee of FGCM shall direct three types of scholarship funds: The FGCM Scholarship Fund, the Ernest & Lillian Swanson Scholarship Trust and special scholarships funded by clubs and/or individuals.

Section 1. The State shall administer a Scholarship Fund to be used for scholarships at Missouri colleges/universities having an accredited Division of Plant Science.

- a. Contributions of any amount shall be accepted into the FGCM Scholarship Fund.
- b. Contributions for Life Memberships and the Honor/Memorial Book shall be placed in the Scholarship Fund.
- c. Selection of recipients shall be made by the Scholarship Committee from junior, senior or graduate college student applicants who are engaged in the study of, areas currently accepted by NGC along with, research in, floriculture, horticulture, landscape architecture, conservation, botany, forestry, environmental issues or other plant sciences.
- d. All awards shall be made payable jointly to the university and the recipient.

Section 2. FGCM shall administer the Ernest and Lillian Swanson Scholarship Trust according to the instructions outlined in the will of Lillian Swanson.

- a. The invested trust shall be administered by a Scholarship Trust Committee composed of the President, First Vice-President Second Vice-President, Third Vice-President and immediate Past President.
- b. The First Vice-President shall serve as Chairman of the Trust Committee.

34

- c. The Ernest and Lillian Swanson Scholarship Trust shall be managed by a financial institution selected by the Trust Committee.
- d. An annual meeting of the Scholarship Trust Committee shall be held a called by the Chairman to monitor investments and determine the amount of income available for annual awards.
- e. Recipients of scholarship awards shall be chosen by the Scholarship Committee from deserving students who are residents of Missouri enrolled in botany, plant genetics and/or related subjects attending any university or community college.
- f. All awards shall be made payable jointly to the university or community college and the recipient.

Section 3. Special scholarships Funded by Clubs and/or Individuals.

- a. Money given to establish a special scholarship shall be sent to the State Treasurer, the check made out to The Federated Garden Clubs of Missouri, Inc. and designated for that particular scholarship.
- b. Requirements for the scholarship may be designated by the donor as long as they fall into the parameters of the objectives of FGCM.
- c. Any special scholarship exceeding \$10,000.00 shall be managed by the Scholarship Trust Committee.

ARTICLE XVII – Fiscal Year

The fiscal year of FGCM shall begin on June 1 and end on May 31.

35

ARTICLE XVIII – Parliamentary Authority

The Rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern FGCM in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or with those of National Garden Clubs, Inc. and any special rules of order FGCM may adopt.

ARTICLE XIX – Dissolution

In the event of dissolution, any remaining assets will be distributed only to non-profit organizations which are, at that time, qualified for exemption from Federal Income Tax as an organization described in Section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code.

ARTICLE XX – Amendments

Section 1. These Bylaws may be amended at any Annual Convention by a two-thirds vote of the voting body present, provided the proposed amendment shall have been published in the Call to Convention Issue of *The Garden Forum* or in *The Garden Forum* to be received a minimum of one month before the Annual Convention, or emailed to every District Director two months preceding the Convention, and on the State Website preceding the Annual Convention.

Without such notice, Bylaws may be amended at the Annual Convention by unanimous vote.

Section 2. Amendments to the Bylaws may be proposed by the Board of Directors, the Executive Committee, a club or a committee on revisions. Proposed amendments should be submitted through the Board of Directors.

6. The Winter Issue of *The Garden Forum* shall contain the *Call to Convention*, the Summer issue shall be designated as the Convention Issue, and the Fall issue of shall publish the Scholarship Awards.

7. The following lists shall be published biennially in *The Garden Forum*:

- Accredited Environmental Consultants
- Accredited Flower Show Judges and Student Judges
- Accredited Gardening Consultants
- Accredited Landscape Design Consultants

Changes in the lists shall be published in the intervening year.

36
STANDING RULES

GENERAL RULES

1. The use of the Corporate Seal shall be restricted to use by The Federation.
2. Club Presidents' Roster shall not be given out for commercial purposes.
3. Records of historical value may be filed with the State Historical Society, Columbia, Missouri. On file are issues of *The Garden Forum*, the Silver Anniversary Book and the Golden Anniversary Book.
4. These Standing Rules may be amended by a majority vote if notice of the proposed amendment was given at the previous meeting, or they may be amended without notice by a two-thirds vote at a Board of Directors Meeting or the Annual Convention.

THE GARDEN FORUM

5. *The Garden Forum* shall be published and circulated four times each calendar year:

January-February-March	Winter Issue
April-May-June	Spring Issue
July-August-September	Summer Issue
October-November-December	Fall Issue

37

- a. Members' subscriptions are included in State dues. Additional single copies may be obtained for \$2.50 per copy from the Circulation Manager.
- b. Non-member or Member-at-large may subscribe for \$10.00 per year or \$2.50 per single copy.
- c. Complimentary copies or an electronic copy will be sent to all living past FGCM Presidents who are no longer members of an FGCM Garden Club, Central Region Director and Assistant Director, Central Region Newsletter Editor, the NGC President and others as directed by the FGCM President.

THE BOARD OF DIRECTORS

8. The following FGCM Standing Chairmen and Co-Chairmen may be appointed by the President with ratification by the Executive Committee:

- | | |
|-----------------------------|-------------------------|
| Auditing | Judges Council |
| Award of Honor | Landscape Design/School |
| Awards | Legislation |
| Birds | Life Membership |
| Blue Star Memorial Projects | Membership |

Central Regional Meetings, Annual State Conventions,
Two (2) FGCM Board Meetings, in odd numbered years;
One (1) FGCM Board Meeting, in even numbered year;
Ten (10) District Meetings, including travel expenses,
Office Expenses. i.e., postage, phone calls and office
supplies The FGCM will provide a credit card for the use
by the State President for expenses listed above.

- e. \$100.00 shall be budgeted annually for the next Central Region Director from the FGCM for expenses during her term of office.
- 16. The State Treasurer shall be responsible for sending a written financial accounting to all FGCM Chairmen **and Executive Officers** before January 15.
- 17. Within four months of the close of an Administration, an audit shall be made by the Auditor serving during that Administration of the records of the following Chairmen: State Board Meetings, Ways and Means, Schools and Symposia.

RULES FOR FINANCE

- 18. The number of members of a club, for awards and credit recognition, is determined by the number included in the payment of dues. In instances where clubs pay for a formerly-active member merely for the member to receive *The Garden Forum*, it is suggested that the club purchase a subscription instead.
- 19. Federated garden clubs with less than eight members may remain in the FGCM by paying dues for the required minimum (8). The membership list accompanying the dues should indicate the extra dues in club name and an address may be included where *The Garden Forum* is to be sent.

- 20. Receipts include interest from the General Fund, Ways and Means income, State Tour surplus, Membership pins, surplus from Presidents' Projects shall be placed in the General Fund. Restricted funds, shall be grouped in the Activity Fund and shall be spent for specific purposes by vote of the Board of Directors or Convention in session.
- 21. Printing, award ribbons and postage, in instances where quantity is involved, shall, with the approval of the President, be the budgeted expense of the State Treasury.
- 22. For any non-budgeted item, the State President can spend up to \$250.00 without the authorization of the FGGM Board of Directors.
- 23. \$25.00 shall be contributed to the Book of Appreciation at National Garden Club Headquarters in honor of the FGCM President during the second year of the Administration.
- 24. \$100.00 shall be contributed to the Presidents' Row Project at Powell Gardens in honor of the State President during the second year of the administration. Each outgoing President's name with the dates of the administration shall be added to a Commemorative Plaque in the Visitor's Center at Powell Gardens.
- 25. A \$25.00 Memorial shall be given to the Honor/Memorial Book upon the death of a Past State President, and a \$10.00 Memorial shall be given upon the death of a Board Member or spouse.
- 26. **Annual Convention Finances:**
 - a. \$500.00 shall be advanced to the Annual Convention Committee toward convention expenses and returned before May 31 following the Convention.
 - b. 75% (seventy-five percent) of any Overage/surplus funds derived from the Annual Convention shall be placed in the State's General Fund. 25% (twenty-five percent) may be retained by the hostess District/s. In the event of a deficit, 75% of the deficits shall be paid by FGCM, the other 25% by the hostess District/s.

41

- c. Any club or council desiring space in the Ways and Means Department of a convention shall obtain permission from the Convention Chairman, and 25% (twenty-five percent) of their profit shall be donated to the hostess group.
- d. Within four months after the close of the Convention, a written financial accounting shall be sent to the FGCM Auditor and a check for 75% percent of the Overage shall be sent to the State Treasurer.

27. Flower Show

Schools, Landscape Design Schools, Gardening Study Courses, Environmental Schools and Symposia:

- a. \$200.00 **seed money** shall be advanced from the FGCM Special Schools Fund to the sponsoring group to go toward expenses and is to be returned within thirty days following the conclusion of a Symposium and/or School Series.
- b. Seventy-five percent (75%) of any surplus funds shall be retained by the sponsoring group and twenty-five percent (25%) shall be paid to the State Treasury for the Special Schools Fund.
- c. Seventy-five percent (75%) of any deficit shall be paid by the FGCM Special Schools Fund and twenty-five percent (25%) of any deficit shall be paid by the sponsoring group.
- d. Within four months of the close of each School Series or Symposium, the Chairman shall be responsible for sending a written financial accounting to the State Auditor.

28. FGCM Scholarship Fund:

- a. \$15,000.00 is set up as a principal sum in the Scholarship Fund.
- b. No scholarships may be granted out of the principal sum of \$15,000.00.

- c. Scholarships are granted only from the annual interest of this principal sum, current Life Memberships. club contributions to the Scholarship Fund and the Honor/Memorial Book.
- d. \$3,000.00 shall be the maximum grant awarded.

42

GUIDELINES FOR STATE CHAIRMEN

All FGCM Chairmen of Standing and Special Committees are appointed by the President, must be ratified by the Executive Committee and shall serve as members of the State Board of Directors. **(Bylaws - Article XIV)**

General Responsibilities of FGCM Chairmen

1. FGCM Chairmen are expected to attend all Board of Directors meetings and State Conventions and, when possible, District Annual Meetings.
2. Each Chairman shall be responsible for the activities of the chairmanship and shall have the work conform, as far as possible, to that of the corresponding Regional and National Chairman.
3. Study and keep a current file of pertinent information related to the chairmanship, a copy of the Garden Club Manual, copies of *The Garden Forum* and copies of *The National Gardener* for reference.
4. Give assistance directly, by correspondence and through articles in *The Garden Forum* and on the FGCM Website.
5. Answer all mail promptly.
6. If invited, assist in conferences and workshops.
7. Keep communication active with corresponding District and Central Region Chairmen.
8. All matters of importance affecting the general policy of the FGCM or expenditure of funds shall be submitted to the Board of Directors for pre-approval.

9. All bills requiring reimbursement must be submitted to the President for warranting. **(Bylaws, VII, 7i)**
10. Prepare a typed, double-spaced report for each Board of Directors Meeting. Prepare three copies of the report, one each for the President, the Recording Secretary and the Chairmanship file. Email to Garden Forum Editor and Web Manager. Report verbally to each Fall Board of

43

Directors meeting and to the Annual Convention Board of Directors meeting, or Convention, as required.

11. Where required, send a report to the Club Ratings Chairman before February 15 covering the previous calendar year.
12. Send an annual report to the President with a copy to the Editor of *The Garden Forum* and the FGCM Web Manager before February 1.
13. Send two copies of annual expenses with receipts to the President before March 15. Reimbursement is determined by budgeted or approved amount during current fiscal year.
14. Where finances are involved, prepare an itemized report of the fiscal year (June 1 – May 31) and send to the State Treasurer before May 31.
15. Within one month following the expiration of term, deliver to successor all books, records or other materials belonging to that Chairmanship.
16. If a State Chairman wishes to be reimbursed for expenses for a seminar or symposium, in his/her area of Chairmanship, he/she must apply to the State President prior to registration. Reimbursement may be paid for registration fees only.

STANDING COMMITTEES

(SERVING BY VIRTUE OF THEIR OFFICE)

AWARD OF HONOR COMMITTEE: Chairmen of Award of Honor and two other members of the Board of Directors shall be appointed by the President.

AWARDS COMMITTEE: Chairmen of Awards, Club Programs, Flower Show Schools/Symposia, Flower Shows, Garden Tours and Landscape Design/Schools.

BUDGET COMMITTEE: Chairman of Budgets, State Treasurer, First Vice-President, Second Vice President, Editor of *The Garden Forum* and one other member of the Board of Directors appointed by the President.

44

CLUB RATINGS COMMITTEE: Chairman of Club Ratings and two other members of the Board of Directors appointed by the President.

FLOWER SHOW SCHOOLS/SYMPOSIA COMMITTEE: Chairmen of Flower Show Schools/Symposia, Flower Shows, Judges Council and two other members of the Board of Directors appointed by the President.

HOSPITALITY COMMITTEE: Chairmen of Hospitality, Protocol and FGCM Board Meetings.

NOMINATING: Chairman of Personnel and ten District representatives elected by their respective Districts.

ORGANIZATION STUDY COMMITTEE: Chairman of Organization Study and two other members of the Board of Directors appointed by the President.

SCHOLARSHIP COMMITTEE: **Chairman and Co-Chairman** of Scholarship Committee, Scholarship Trust Committee Chairman, State Treasurer, Life Membership Chairman, Honor/Memorial Book Chairman and one other member of the Board of Directors appointed by the President.

SCHOLARSHIP TRUST COMMITTEE: First Vice-President, President, Second Vice-President, Third Vice President and immediate Past President.

STATE CHAIRMEN

ACTIVITIES

To record calendar dates in order to organize and schedule State, District and Garden Club activities of committees and functions.

AWARD OF HONOR

Be responsible for the NGC Award of Honor program in the State. Send application of selected nominee to the Central Region Award of Honor Chairman before the required date. Determine recipient #S-8. Forward nominations to State Awards Chairman by December 20.

45 AUDITING

The Treasurer's books shall be audited by the Auditing Chairman within thirty days (30) following the receipt of the Treasurer's Books, and a report made at the next Board of Directors meeting. The Auditing Chairman shall also audit the Annual Convention Treasurer's books and report at the next Board of Directors meeting. Within four months of the close of an administration, an audit shall be made by the auditor serving during that administration of the records of the following chairmen: Books/Member Services, FGCM Board Meetings, Ways and Means, Schools and Symposia.

AWARDS

Serve as Chairman of the Awards Committee. Be responsible for all matters pertaining to FGCM and National Awards. Prepare Application for FGCM Awards form for publication in the Fall issue of *The Garden Forum* and post on the FGCM Website. Be advisor to District Awards Chairmen. Purchase FGCM awards and

ribbons to be presented at the Annual Convention, including those presented by selected Chairmen, as required. Publish state results annually and send to the website. Send eligible applications to the National Awards Chairman complying with NGC current rules. A Vice-Chairman responsible for Yearbook Awards may be appointed by the President.

BIRDS

Keep a file of information to assist District Bird Chairmen. Advise on the establishment of Bird Sanctuaries and Blue Bird Trails for garden clubs, individual members, sponsored individuals and sponsored groups. Keep current list of sanctuaries and trails registered in state. Prepare and present certificates, as merited. Be informed on activities of ornithological organizations. Encourage clubs in the protection of bird life and promote activities which increase the knowledge of birds and their economic value. Submit educational articles to *The Garden Forum*.

46 BLUE STAR MEMORIAL PROJECTS

Assist Garden Clubs in re-establishing existing and establishing new memorial roadside areas called Blue Star Memorial Highway/By-Ways (a circle where roads converge, a bird sanctuary, a park entrance, etc.). Maintain file listing of all three types of Blue Star Memorial Markers within the State and coordinate any changes with the State Highway Department. Keep the FGCM photo album current. Have available examples of dedications and other appropriate ceremonies.

BOARD MEETINGS

Assist the President in plans for FGCM Board of Directors meetings, including reservations and meals. Work closely with FGCM Hospitality and Protocol Chairmen. Serve as a member of the

Hospitality Committee. Submit financial records for audit to the FGCM Auditor within four months of the close of the Administration.

BOOKS/MEMBER SERVICES

Make available to members publications from Member Services at NGC Headquarters, at the Annual Convention and FGCM Board of Directors Meetings, Be knowledgeable about all Member Services available to garden club members and encourage their use. Review new publications in *The Garden Forum*.

BUDGET

Serve as Chairman of the Budget Committee which prepares the annual budget approximately thirty days prior to the Annual Convention utilizing information supplied by the FGCM Treasurer. Present the proposed budget to the Board of Directors at the Annual Convention for approval.

BUTTERFLY AND HUMMINGBIRD CHAIRMAN

Club members will send their Butterfly and Hummingbird Garden forms to District Directors for club member to apply for a Certificate. The form and a picture are due by the first week in October.

47 CITATION

Review, for approval, Garden Club Citation applications. Send a Citation Certificate of Commendation to the Club President for presentation to the honoree. Keep a record of Certificates issued and all publicity pertaining to the projects. Send list of clubs, alphabetically by District, that have presented Citations during the previous calendar year to FGCM Club Ratings Chairman before February 15.

CLUB PROGRAMS

Maintain a file of material suitable for programs available to clubs upon request. **Read and access every yearbook received.** Send list of clubs, alphabetically by District, submitting yearbooks before February 1 to the FGCM Club Ratings Chairman. Set up a display of club yearbooks at the Annual Convention. Determine and present Awards #S-7 and #S-10. Serve as a member of the Awards Committee.

CLUB RATINGS

Serve as Chairman of the Club Ratings Committee. Plan the Club Presidents' Annual Report forms with the FGCM President and be responsible for their preparation and distribution. Receive from District Directors and respective Chairmen lists of clubs complying with requirements for credit toward Blue or Purple Ribbon Rating before February 15. Prepare club evaluation sheets for blue or purple ribbon award. Order necessary ribbons through FGCM Awards Chairman and present at Annual Convention. Select recipient of Award #S-4.

CONSERVATION/FORESTRY

Keep a file of available information concerning conservation/forestry in all of its aspects. Cooperate with agencies interested in conservation/forestry. Keep Missouri Endangered Wildflower list current. Promote education concerning conservation/forestry measures. Submit informative articles to *The Garden Forum*. Request vouchers from the President for contributions to be forwarded as designated. Undesignated contributions are disbursed upon recommendation by the Chairman with the approval of the State Board of Directors. Make an annual report on activities and progress of projects and organizations receiving funds to the President and *The Garden Forum* before February 10. Send list of clubs, alphabetically by District, contributing during the previous calendar year to State Club Ratings Chairman before February 1.

48 CONVENTIONS

COORDINATOR: The First Vice-President shall coordinate Districts and dates for future Annual Conventions at least ten years in advance.

Be a member of the Annual Convention Committee, be responsible for keeping Guidelines for FGCM Conventions current and be responsible for ordering corsages for the FGCM President and Regional Director (if she is from Missouri) for presentation at the Annual NGC Convention.

CHAIRMEN: The Hostess District shall appoint the Convention Chairman and Vice-Chairman and select a location. The Convention Chairman and Vice-Chairman shall be listed as Special Chairmen in *The Garden Forum* the year prior to and the year of Convention. The **Committee** Chairman, within thirty days of the close of the Convention, shall turn over statistics and other pertinent information to the **Convention Chairman** the following Convention. The financial report shall be submitted to the State Auditor before October 1. A final report shall be given **by the Convention Chairman** at the next Fall Board of Directors meeting.

ENVIRONMENTAL AWARENESS

Work with the Central Region and NGC Environmental Chairmen to stimulate interest in environmental problems through education by giving programs and submitting articles to *The Garden Forum*. Be responsible for the Environmental Studies Schools program within the state.

ENVIRONMENTAL STUDIES/SCHOOLS

Serve as chairman of the Environmental Consultant Council. Be responsible for the NGC Environmental Studies Courses/School ESS). Assume duties as outlined in the NGC Environmental Studies Courses Handbook. Advise and assist local chairman conducting ESS to conform to NGC requirements. Keep a current record of all Students and Accredited Environmental Consultant and publish biennially in *The Garden Forum*. Arrange meetings and/or outings for Consultants at FGCM Convention. Arrange for Refresher courses.

FLOWER SHOWS

Stimulate interest in Standard Flower Shows. Be available for advice on schedules, staging and other pertinent information relative to presenting a flower show. Appoint the evaluator for a Standard Flower Show for clubs applying for an award. Upon receipt of completed evaluation forms, mark, record and retain forms until FGCM Awards Chairman determines date for evaluating eligible shows. Serve as a member of the Flower Show Schools/Symposia and Awards Committee.

FLOWER SHOW SCHOOLS/SYMPOSIA

Serve as Chairman of the Flower Show Schools/Symposia Committee and member of the Awards Committee. Be responsible for the Flower Show School program within the state. (A Flower Show School series may be sponsored by a local member garden club, District, Judges Council or FGCM. An annual Symposium may be sponsored by a Judges Council. The duties are outlined in the current FLOWER SHOW SCHOOLS MANUAL available from NGC (Members Services.) Keep accurate records of all students until they become accredited judges.

FLOWER SHOW JUDGES CREDENTIALS

Serve as a member of the Flower Show Schools/Symposia Committee and Awards Committee. Keep an accurate record of Accredited, Accredited Life and Accredited Master judges within the state and advise them when certificates are due for renewal. Apply for six month extensions for judges, when needed. Prepare necessary paperwork when judges take symposium in Missouri as well as out-of-state. Process transfer requests for judges relocating to another state. Publish a list of Missouri Accredited Judges and Student Judges biennially in *The Garden Forum* and send list to Webmaster. The duties of the FGCM Credentials Chairman are listed in the Manual for Flower Show Schools Personnel and Instructors. Serve as a member of the Flower Show Schools/Symposia Committee.

GARDEN CENTERS

Have information available to clubs encouraging them to establish and maintain a Garden Center where the members and public have access to garden information, reference books, periodicals, bulletins and current seed and nursery catalogs.

50

GARDEN FORUM STAFF

EDITOR: Receive articles for publication, edit and be responsible for publishing the FGCM official publication, *The Garden Forum*. Serve as a member of the Executive Committee as an appointed Officer and of the Budget Committee.

ASSISTANT EDITOR: Assist the Editor in preparing *The Garden Forum* for publication.

ADVERTISING MANAGER: Solicit and collect fees for advertising. Send fees to State Treasurer. Report space required to the Editor by deadline date. Send advance copies of *The Garden Forum* to all business advertisers. Send list of clubs, alphabetically by District, purchasing ads during the previous calendar year to the State Club Ratings Chairman before February 15. Before each State Board of Directors meeting, prepare a revenue report for *The Garden Forum* Editor. Submit report of monies received during fiscal year (June 1-May 31) to the FGCM Treasurer before May 31.

CIRCULATION: Maintain current mailing list for *The Garden Forum* determined from the original membership list received from the FGCM Treasurer, paid subscriptions and complimentary copies list. Send database promptly to mailer.

GARDEN THERAPY

Maintain a file of material suitable for adaptation by clubs for therapy projects, including the current NGC Garden Therapy Manual. Encourage clubs to engage in therapy work for and with the mentally and physically handicapped. Submit informative articles to *The Garden Forum*.

GARDEN TOURS

Encourage garden tours and be available for advice to clubs applying for an award. Upon receipt of completed evaluation forms from the evaluator, mark records and immediately forward forms to appropriate State Awards Chairman. Keep a file of historical, memorial and interesting gardens in the state that are available for educational tours. Serve as a member of the Awards Committee.

51

GARDENING STUDY/SCHOOLS

Serve as Chairman of the Gardening Consultants Council. Be responsible for the FGCM Gardening Study Courses Schools Program. Assume duties as outlined in the *NGC GARDENING STUDY COURSES HANDBOOK*. Advise and assist local chairman conducting Gardening Study Courses to conform with NGC requirements. Keep a current record of all students and Accredited Gardening Consultants and publish biennially in *The Garden Forum*. Arrange meetings and/or outings for Consultants at Convention.

HABITAT FOR HUMANITY

Stimulate interest in Habitat for Humanity projects with articles in *The Garden Forum*, on the FGCM website and at District and FGCM meetings. Be available for advice on the brief description of projects. Examine the diagram and/or sketch of the proposed landscape plan. May submit a request for matching funds from the State up to \$300.00 per project.

HISTORIAN/ARCHIVIST

Compile a history of the Administration, copies to be forwarded to the NGC and Central Region Historians according to current rules established by NGC. **Maintain a file of FGCM historic records.**

HISTORIC PRESERVATION AND TRAILS

Encourage the establishment and maintenance of gardens surrounding historical sites registered within the state. Be knowledgeable and helpful on period gardens. Keep record of historic sites and trails and submit interesting articles about these sites and trails to *The Garden Forum*.

52

HONOR/MEMORIAL BOOK

Receive and record contributions to the Honor/Memorial Book, forwarding all contributions to the FGCM Treasurer for the Scholarship Fund. (A contribution of \$10.00 or more will place in the Honor/Memorial Book the name of the person honored or remembered.) With appropriate printed cards, acknowledge Honorarium and inform honoree; acknowledge Memorials and inform family of deceased. Display Honor/Memorial Book at Annual Convention. Serve as a member of the **State Scholarship Committee**. Send list of clubs, alphabetically by District, contributing during the previous calendar year to State Club Ratings Chairman before February 15. Submit report of monies received during fiscal year (June 1-May 31) to the FGCM Treasurer before May 31.

HORTICULTURE

Contribute informative articles to *The Garden Forum*. Encourage workshops and seminars on Horticulture. Maintain current list of speakers or workshop leaders available for club programs.

HOSPITALITY

Serve as Chairman of the Hospitality Committee. Assist the FGCM Board Meetings Chairman with planning the FGCM Board of Directors Meetings. Assume responsibility for decorations and favors. Assist Convention Hospitality Chairman.

JUDGES COUNCIL

Act as liaison between NGC, the local Judges Council and the accredited Flower Show Judges. Organize an Annual FGCM Judges Council Meeting at the Symposium or Convention. Serve as a member of the Flower Show Schools/ Symposia Committee.

LANDSCAPE DESIGN

Landscape Design (LD) Chairman keeps a record of credential information of all the LD Consultants in the State of Missouri presented from NGC. Keep LD Consultants undated regarding renewal needs or changes within LD, Publish a biennial list (odd years) of FGCM LD Consultants in *The Garden Forum* and the FGCM website. She will work closely with LD Council in sponsoring LD Schools and Refreshers and other projects pertinent to Landscape Design credentials. Is the Missouri liaison with the National Landscape Design Chairman, making sure that all LD consultant credentials are recorded.

LANDSCAPE DESIGN COUNCIL

Council acts as a liaison between FGCM and Landscape Design (LD) Consultants. LD Council sponsors LD Schools and Refresher working with LD Chairman for credentialing needs. The LD council also sponsors the Missouri Landscape Design Council award of \$200.00 annually to a club with an outstanding Civic Landscape project. LD Council maintains a list of LD Council members. LD Council holds education landscape design programs for membership, FGCM LD Consultants are not required to maintain membership in LD council to maintain LD Consultant status.

LEGISLATION

Keep FGCM informed through articles in *The Garden Forum* about legislative actions pertinent to FGCM objectives. Be informed on national legislative actions by communication with NGC Chairman. Submit informative articles to *The Garden Forum*.

LIFE MEMBERSHIPS

Furnish application forms for FGCM Life Membership upon request. (Forms must be signed by the District Director and the FGCM President.) Furnish and accept application and contribution for National Life Membership and forward to the NGC Life Membership Chairman. Maintain a file on both FGCM and National Life Members. Honor new Life Members at Annual Convention. Plan and preside at the Life Members Breakfast at the Annual Convention. Send list of clubs, alphabetically by District, purchasing memberships during previous calendar year to the FGCM Club Ratings Chairman before February 15. Serve as a member of the FGCM Scholarship Committee.

MEMBERSHIP

Help each district to obtain new members. Receive copies of annual club roster from each club treasurer before November 1 in order to compile a current FGCM Club Presidents' Roster. Publish an update for the second year of administration. Distribute completed roster to FGCM Board Chairmen at the Annual Convention. Send a copy of the roster to the NGC Circulation Department before March 1. Issue Certificate of Membership to new clubs and, together with the FGCM President, send a letter of welcome. Honor new clubs at Annual Convention. Report the names of new clubs, number of members and sponsoring club to the FGCM Club Ratings Chairman before February 15. Keep file of original applications for new clubs. Determine recipient of

Awards #S-3. Forward selections to the FGCM Awards Chairman. A Vice-Chairman responsible for the FGCM Club Presidents' Roster may be appointed by the President.

MISSOURI BOTANICAL GARDEN

Record contributions to the Missouri Botanical Garden forwarded by the FGCM Treasurer. Send list of clubs, alphabetically by District, contributing during the previous calendar year to the FGCM Club Ratings Chairman before February 15. Determine District with the largest percentage of support (Award #S-1) and announce at the Annual Convention. Encourage members to visit the Garden and act as liaison between the Garden and the membership.

NATIONAL HEADQUARTERS

Record contributions made by clubs to the Permanent Home and Endowment Fund, National Headquarters. Send list of clubs, alphabetically by District, contributing during the previous calendar year to the FGCM Club Ratings Chairman before February 15.

THE NATIONAL GARDENER

Promote the sale of *The National Gardener* subscriptions. Keep a supply of subscription blanks on hand for distribution. Be knowledgeable concerning current subscription rates and procedure for mailing subscriptions directly to *The National Gardener* Circulation Department. Set up a promotional exhibit for *The National Gardener* at the Annual Convention. Send applications for *The National Gardener* Citation for 100% of club members subscribing to *The National Gardener* Circulation Department and present Citation Certificates at the Annual Convention.

ORGANIZATION STUDY

The Second Vice-President shall be chairman of the Organization Study Committee. Be responsible for reviewing the Bylaws. Propose

amendments, as required. Publish any changes to the FGCM Manual made by the Board of Directors in the next issue of *The Garden Forum*. Keep a continuous list of these changes. With the committee, be responsible for proposing and printing approved updates to the FGCM MANUAL, as necessary.

55

PERSONNEL

Serve as Chairman of the Nominating Committee but vote only in the event of a tie. Prepare and distribute to District Directors Recommendation Forms for the FGCM Personnel file. Make the current file available to the Nominating Committee and President-Elect. Update the NGC and Central Region personnel file on Missouri members at the beginning of each administration. All files are confidential.

POWELL GARDENS/PRESIDENTS' ROW

Record contributions to Powell Gardens and to the President's Row. Maintenance Fund forwarded by the State Treasurer. Send list of clubs, alphabetically by District, contributing during the previous calendar year to the State Club Ratings Chairman before February 15. Determine District with the largest percentage of support (Award #S-2) and announce at Annual Convention. Encourage members to visit the Garden and act as liaison between the Garden and the membership. Ensure that each outgoing President's name with the dates of the administration shall be added to the Commemorative Plaque in the Visitor's Center at Powell Gardens.

PRESIDENT'S SCRAPBOOK

Collect photos, articles, printed programs, name tabs, cards, etc. of the current FGCM President and compile in a Scrapbook of their term. The Scrapbook shall be presented to her/him by the following FGCM Fall Board Meeting.

PROJECTS AND EXHIBITS

Promote projects initiated by the NGC President, the Central Region Director and the FGCM President by exhibiting at the Annual Convention and placing articles in *The Garden Forum*. Be responsible for organizing any requested Missouri exhibits for Central Region or NGC meetings.

56

PROTOCOL

Be responsible for courtesies and the proper order of procedure for seating arrangements, receiving lines, installation ceremonies and guests of honor at Annual Convention, Board of Directors Meetings and other official functions. Serve as a member of the FGCM Hospitality Committee.

PUBLIC RELATIONS

Publicize the activities of the garden clubs through the media. Make available a printed news release about the Annual Convention. Organize and encourage the participation of members in the celebration of National Garden Week. Select the recipient of Awards #S-5 and #P-12 and notify the State Awards Chairman of the recipients. Forward winning entry to NGC Chairman before the required date.

RESOLUTIONS

Compile and present Courtesy Resolutions at the Annual Convention and the FGCM Board of Directors Meetings.

ROADSIDES/WILDFLOWERS

Work with the Missouri Highway and Transportation Department and member clubs and Districts to promote the preservation and enhancement of native plantings within the State. Receive applications, photos, and pertinent information for grant approval. Record club contributions to the Roadsides/Wildflowers Fund forwarded by the FGCM Treasurer. Undesignated contributions are disbursed upon recommendation by the Chairman with the approval of the FGCM President.

SCHOLARSHIPS

The Second and Third Vice-Presidents shall be Co-Chairman of the Scholarship Committee. After receipt of NGC Scholarship Application material, revise and distribute in September, Missouri Scholarship Application Forms to Missouri state universities and,

57

upon request, districts, clubs and individuals. Receive and process, with the Scholarship Committee, applications to FGCM Scholarships, the Ernest and Lillian Swanson Trust Scholarship, the Virginia Thomas Scholarship and any other club or individual scholarship.

Before FGCM Board meetings select qualifying NGC Scholarship candidate and forward chosen application to the NGC Scholarship Chairman as required. Notify universities and arrange for presentation of scholarships furnishing the necessary information about recipients to State Board members who will be presenting scholarships. Arrange for checks to be sent before May 1. Submit an article with pictures to *The Garden Forum* for publication in the Fall Issue (Deadline August 1) and on the Website.

SPRINGFIELD-GREENE COUNTY BOTANICAL CENTER

Record contributions to the Springfield-Greene County Botanical Center forwarded by the FGCM Treasurer. Send list of clubs, alphabetically by District, contributing during the previous calendar year to the FGCM Club Ratings Chairman before February 15. Determine District with the largest percentage of support (Award S-9) and announce at the Annual Convention. Encourage members to visit the Center and act as liaison between the Garden and the membership.

STATE FAIR

Serve under the director of the Floriculture Building at the State Fair in Sedalia. Be present during the hours that the building is open during the Fair. Inform the District Directors of the Fair theme and all other information pertaining to the District Educational Exhibits expected for display during the Fair.

STATE FAIR GAZEBO/LANDSCAPE

Be responsible for maintaining the structure and landscaping around the Gazebo on the State Fair grounds in Sedalia.

58

WAYS AND MEANS

Have merchandise of interest to garden club members available at Annual Convention and FGCM Board of Directors meetings. Be responsible for the sale of the GARDEN CLUB MANUAL, membership cards, and other FGCM money-making projects. Submit a financial report to FGCM Auditor within four months of the close of the Administration.

WEBMASTER

WEBMASTER: Receive articles for publication and pictures to keep the FGCM Website up to date and current. Serve as a member of the Executive Committee as an appointed officer.

WORLD GARDENING/DISASTER

Encourage participation in the FGCM World Gardening/Disaster program. Be knowledgeable about sponsored projects. Record contributions from clubs forwarded by the FGCM Treasurer. Request voucher for designated funds from President, when warranted. Submit informative articles to *The Garden Forum*. Send list of clubs, alphabetically by District, contributing during the previous calendar year to FGCM Club Ratings Chairman before February 15. Undesignated contributions are disbursed upon recommendation by the Chairman with the approval of the FGCM President.

YOUTH ACTIVITIES

Encourage clubs to sponsor gardening programs for youth. Provide information and assist in the organization of Youth Clubs of interested students as outlined in the NGC Youth Activities Manual. Send annual report on FGCM Youth Activities to Regional Chairman. Submit informative articles to *The Garden Forum*.

YOUTH ESSAY AND POETRY CONTEST

Be responsible for disseminating and publicizing information concerning the NGC Youth Essay and Poetry contest by distributing

fliers at District Annual Meetings and publishing rules in *The Garden Forum*. Encourage clubs to actively search for and sponsor High School students to enter. Assemble and preside over the annual judging and forward winning entries to the Central Region Chairman before the required date. Organize and present awards during the Annual Convention. Submit an article announcing the results of the contest to *The Garden Forum* and the

FGCM Website. Send list of clubs, alphabetically by District, contributing during the previous calendar year to FGCM Club Ratings Chairman before February 15.

YOUTH/POSTER CONTEST

Be responsible for disseminating and publicizing information concerning the NGC Smokey Bear/Woodsy Owl contest by distributing fliers at District Annual Meetings and publishing rules in *The Garden Forum* and the Website. Encourage participation. Assemble and preside over the annual judging of posters. Mail winning posters to the Central Region Chairman by the required date. Exhibit posters at Annual Convention. Organize and present awards during the Annual Convention and return all entries to respective District Chairmen.

SUBSIDIARY GROUPS

These Subsidiary Groups shall hold a Non-Voting Membership status in FGCM and shall not pay dues or an annual fee to FGCM.

Associations/Councils are two or more clubs who have joined to cooperate and achieve mutual objectives and are guided by their own Bylaws provided they are not inconsistent with the Bylaws of FGCM.

Environmental Council shall consist of Federated Garden Club members who have successfully completed the Living Earth-Environmental Studies School series.

Gardening Consultants Council is composed of Federated Garden Club members who have earned a Gardening Consultant Certificate, refreshed as required and paid dues. Associate members may join after successfully completing two courses and paying dues. The annual meeting is held during the FGCM Annual Convention following a

special tour which is open only to Gardening Consultants Council members.

Judges Councils shall consist of Federated Garden Club members who are Student, Accredited, Life or Master or Emeritus Flower Show Judges. The state is divided into areas with each area having a Council that meets several times each year. The FGCM Judges Council Chairman shall plan and conduct a meeting of all Flower Show Judges to be held during the FGCM Annual Convention and/or Flower Show Symposium.

Landscape Design Consultants Council are those Federated Garden Club members who have successfully completed the Landscape Design Study Courses, refreshed as required and paid dues. Provisional members may join after successfully completing two courses and paying dues. One meeting is held during the FGCM Annual Convention and one in the fall.

SPONSORED GROUPS

Youth Garden Groups are educational organizations sponsored by a Federated Garden Club. The purpose is to encourage young people in the value of conserving natural resources and an appreciation of gardening through the learning of basic horticultural practices. Youth groups or clubs may be formed in a number of different ways. These include youth clubs outside of school, youth clubs within the school and senior clubs working with established youth organizations. However, all clubs must be sponsored by a member of FGCM. An Annual Registration Form found in the NGC YOUTH ACTIVITIES MANUAL should be filed with the FGCM Youth Activities Chairman. No dues or fees are collected by FGCM for these organizations, and, therefore, they are part of the non-voting membership. However, The FGCM shall pay to NGC one annual fee for all Youth Garden Groups.

High School Gardeners
Grades 7 through 12
Minimum of 4 members
At least 5 meetings per year

Junior Gardeners
Grades 1 through 6
Minimum of 4 members
At least 5 meetings per year

Ecotots
Preschool through Kindergarten
Minimum of 3 members
At least 5 meetings per year

Special Youth Clubs may be organized to meet the requirements of children in need – in crisis. The membership numbers will fluctuate, and rosters of children’s names need not be recorded in yearbooks. Club membership may be as small as three, and the number of times the group meets is not important. Each sponsoring member club should respond to their needs as assessed but should send a short report to the FGCM Youth Chairman. The YOUTH ACTIVITIES MANUAL is available from NGC Member Services.

HONORARY GROUPS

Advisory Council – Past Presidents of FGCM (See Bylaws, XIII).

Life Members – Upon making a one-time contribution of \$50.00, a person may become a FGCM Life Member. Those Life Members holding membership in a Federated Garden Club will continue to pay annual dues. Those not holding membership in a Federated Garden Club are non-voting members of FGCM. A special gathering for Life Members will be held during the FGCM Annual Convention.

DISTRICTS

ORGANIZATION

Just as NGC is divided into Regions, FGCM is divided into Districts in order to facilitate the operation of the organization. There are ten districts, grouped geographically (see map, page 68)

Each District shall have its own Bylaws and Standing Rules provided they are not inconsistent with the Bylaws of FGCM (suggested form, see Chapter VI).

A current copy of the District's Bylaws shall be in the District Recording Secretary's book, and a copy shall be sent to the FGCM Organization Study Chairman.

Each District shall elect a Director, Assistant Director, Secretary, Treasurer, FGCM Nominating Committee member and such other officers which it may deem necessary. They shall be elected in the odd-numbered year to serve until the District Annual Meeting in the next odd-numbered year (Bylaws, III, 2, 3, and 4 and VIII, 1).

DISTRICT OFFICERS

The District Director shall:

1. supervise the District and preside at all District meetings;
2. appoint Chairmen of Standing Committees which shall be in conformance with FGCM Committees;
3. provide the name of District Chairman to each corresponding FGCM Chairman;
4. Provide the name, address and phone number of District Treasurer to the FGCM Treasurer;
5. be familiar with basic parliamentary procedure;
6. work closely with the Assistant District Director;

63

7. be a member of the FGCM Board of Directors (Bylaws, XI, 1);
8. attend all FGCM Board Meetings and Conventions reporting the business transacted to the clubs in the District;
9. keep informed on work on NGC and report to Clubs;
10. be familiar with the contents of the GARDEN CLUB MANUAL, *The National Gardener* and *The Garden Forum*;
11. communicate regularly with the clubs in the District through personal visits, newsletters and meetings;
12. issue the call for the District Annual Meeting to all clubs in the District, members of the District Board of Directors, FGCM Executive Committee members and members of the FGCM Central Region and NGC Board of Directors residing in the District at least six weeks prior to the date of the meeting.
13. check information on the Club Presidents' Annual Reports received from the individual clubs;
14. send to the FGCM Club Ratings Chairman, before February an alphabetical list of clubs submitting Presidents' Report before February 15.
15. send to FGCM Club Ratings Chairman, before February 15 an alphabetical list to clubs submitting yearbook before February 15;
16. report the activities of the District at the FGCM Annual Convention;

17. send a brief report (100 words or less) of the District Annual Meeting to Editor of *The Garden Forum* before November 1 for publication (in the odd numbered year this shall be the duty of the out-going Director);

64

18. accept and approve applications for new clubs (Bylaws, IV, 3)
a. assist in the selection of a club name, if necessary;
b. refer to FGCM Club Presidents Roster to avoid duplication of club name;

19. assist with the FGCM Annual Convention when District is host;

20. deliver within 30 days to the new Director upon her/his installation all files, list of clubs, names and addresses of club presidents and other records pertinent to the office;

21. give a copy of District Bylaws following any revisions to the FGCM Organization Study Chairman:

22. follow suggested District Director's calendar located in the Director's file:

23. be responsible for District's display at State Fair.

The Assistant District Director shall:

1. work closely with the District Director; be fully informed on the duties of the Director and activities of the District;

2. perform the duties of the Director in the absence of or at the direction of the Director;

3. serve as a member of the FGCM Board of Directors and attend FGCM Board Meetings and Conventions;

4. be responsible for District recognition given to retiring Director.

The District Treasurer shall **before November 15:**

1. send alphabetical list of clubs that have **NOT** paid dues before November 1 to FGCM Club Ratings Chairman;

2. send copy of club rosters to the District Director.

Duties to the other elected officers shall be pertinent to that office.

65

The District Board of Directors consists of the Executive Committee, the District Chairmen of Standing and Special Committees and the Club Presidents. The District Executive Committee consists of the elected and appointed officers.

MEETINGS

Board Meetings

The Board of Directors may hold one or more regularly scheduled meetings per year.

Annual Meetings

A District Annual Meeting for all club members shall be held in the Fall of the year.

The place of meeting is by invitation within the District and the date determined at the meeting of the District Directors held at the previous year's FGCM Fall Board of Directors Meeting (Bylaws, VII, 2e).

The District Director and the hostess club committee shall plan the meeting and determine the registration fee to include hospitality for

guests, meals, decorations, programs, etc. Guests shall include the FGCM President, District Director, speaker and such other persons as may be established by the District.

The Call for the Annual Meeting shall be issued to all clubs in the District, members of the District Board of Directors, FGCM Executive Committee members, and members of the FGCM, Central Region and NGC Board of Directors members residing in the District at least 6 weeks prior to the date of the meeting.

An invitation to the District Annual Meeting shall be sent to the FGCM President asking her to speak and, in the odd-numbered years, install officers giving the names and office of officers to be installed.

66

The President of each garden club, or her representative, shall attend the meeting and report the activities of her club for the previous year. If unable to attend, a typed report shall be sent to the District Director in advance of the meeting.

The District Director shall prepare an Agenda which is a planned schedule of the Order of Business and preside at the meeting (See Parliamentary Procedure, Chapter VI).

67

MISSOURI MAP

CHAPTER V

INDIVIDUAL GARDEN CLUBS

Description

Individual garden clubs are the core of FGCM. A garden club is composed of an organized group of individuals (minimum of 8) in a community interested in the fine art of gardening, floral design, landscape design and the study of horticulture; in the protection and conservation of our natural resources; and in the development of programs to encourage civic beauty and community betterment.

A Federated Garden Club shall be governed by their own Bylaws which shall not be inconsistent with the Bylaws of The Federation. They shall pay dues to FGCM and to the resident District and must hold a minimum of ten meetings a year. It is recommended that each club have a yearbook including the club roster with addresses and telephone numbers, calendar of events and regular meeting dates and programs.

How to Organize a New Club

Applications for new clubs are obtained from the District Director, completed and returned with membership list to the District Director for signature. The District Director forwards the completed application to the FGCM President with a typewritten list of members' names and mailing addresses. Upon approval by the FGCM President and the District Director, the District Director shall obtain the dues and issue to the new club a FGCM GARDEN CLUB MANUAL which is furnished by FGCM. The application, three copies of the list of members and addresses, and the dues shall be sent to the FGCM Treasurer for processing.

The FGCM Treasurer shall send:

1. one copy of each Membership list, which accompanies dues to the Circulation Manager of *The Garden Forum*;
2. one copy of each Membership list, which accompanies dues and the New Club application, to the FGCM Membership

Chairman.

69

The FGCM Membership Chairman shall record the new club, prepare the Certificate of Membership and, together with the FGCM President, send a letter of welcome. The name of the new Club President shall be sent to the Circulation Department of *The National Gardener*. FGCM Membership Chairman shall recognize all new clubs federated within the interim between conventions at the Annual Convention.

In organizing a new Garden Club, one shall become familiar with the requirements of a Federated Garden Club which are to:

1. study in some aspect the fine art of gardening;
2. subscribe to all other objectives of FGCM;
3. have a minimum of eight members;
4. pay dues to FGCM and their resident District.

For information and assistance, contact the District Director or a member of an organized Federated Garden Club.

Meeting I

Call together an interested group. Discuss the objectives of a Federated Garden Club. Elect a temporary chairman and recording secretary and vote to organize a club. Appoint Bylaws and Nominating Committees and set the time and place for the next meeting. To avoid duplication of a club name, contact the District Director.

Draw up Bylaws (suggested form, see Chapter VI). A two-year of office is recommended.

Meeting II

The temporary Chairman presides at the second meeting of the group. The minutes of the previous meeting are read by the temporary secretary. The report of the Bylaws committee is given by the Bylaws Chairman. The Bylaws are read paragraph by paragraph and amended, if desired. After the Bylaws have been perfected, the Bylaws Chairman moves “that the Bylaws be adopted,” and a vote is called for by the temporary Chairman. A short recess may be declared to permit charter members to sign the Bylaws and pay their dues.

70

The meeting is then reconvened, the report of the Nominating Committee is read and the officers elected by the method prescribed in the Bylaws.

After officers are elected and immediately assume their duties, the following matters shall receive consideration:

1. place and time of next meeting;
2. appointment of committees;
3. application through the District Director for membership in FGCM;
4. yearbook and monthly programs (suggestions can be obtained from the District or FGCM Club Programs Chairman).

Duties of Officers

The Club President is the link between club members, the District and State. It is the responsibility of the Club President to:

1. study Club, District and State Bylaws, GARDEN CLUB MANUAL, *The National Gardener* and *The Garden Forum*;
2. maintain current copies of the FGCM GARDEN CLUB MANUAL and NGC HANDBOOK FOR FLOWER SHOWS;

3. appoint Chairmen of standing and special committees;
4. conduct the meetings in a business-like manner using an agenda, plus diplomacy and tact;
5. read all mail carefully and forward immediately to the person concerned;
6. keep a calendar of scheduled District and FGCM meetings and plan to attend or send an alternate;
7. announce dates for payment of dues;

71

Note! FGCM and District dues must be paid no later than November 1 for credit toward a Blue and Purple Ribbon Rating.

8. be acquainted with the awards offered by the District, FGCM, Central Region, and National and encourage the club to participate in various projects;
9. complete and mail copies of the Club Presidents’ Annual Report form, received from the FGCM Club Ratings Chairman, to the District Director and FGCM Club Ratings Chairman before February 1;
10. read all District, FGCM and National Publications and relay all important information to members. Urge members to promptly notify the Circulation Department of *The Garden Forum* of any change of address;
11. notify your District Director of any change in the office of Club President or address;
12. deliver all files, collected information and records pertinent to the office to her/his successor;
13. send name and address of incoming president with name of club to Circulation Department of *The National Gardener* at NGC Headquarters;

14. send, upon dissolution of club, notification to the FGCM Treasurer and the District Director;
15. send names of club delegates and alternates to the FGCM Annual Convention Registration Chairman at least 15 days prior to the start of convention (Bylaws, X, 3).

The Club Treasurer shall:

1. send dues before November 1 with the club roster containing phone numbers of the Club President and the Club Treasurer to:

72

- a. The Federation Treasurer with the original and one copy of the club roster;
- b. the District Treasurer with one copy of the roster;

2. write all checks to **FGCM** and include the name of the club and the district on the check (contribution checks shall also include the name of the project):

3. send copy of club roster to FGCM Membership Chairman before November 1.

INSTALLATION OF CLUB OFFICERS

The installation of officers is an important occasion for a club. The ceremony may be simple or elaborate. Candles, flowers or symbolic articles may be used to enhance the ceremony.

The installing officer may be a former or current club, District or FGCM officer. A club member should be appointed to arrange for the installation ceremony. She should contact the installing officer

in advance and assist her, if needed. Installations are important as they bring before the members the aims and ideals of the organization and challenge new officers to lead the members toward these goals.

Several books on installation ceremonies may be obtained from NGC Member Services.

SAMPLE INSTALLATION CEREMONY

1. Outgoing President says a few words about the term and what was accomplished, and thanks the Board and Chairmen, then introduces the installing officers.
2. Installing officers in a few brief words thanks outgoing officers in a body for the group and they rise for applause. Actual installation is accomplished up the line of officers or down the line from president with appropriate comments to each. Each answers that they accept responsibilities.

73

3. Installing officer, either individually or collectively at the end of installation, should state:
 "I now install you as....." or
 "I declare you installed as" or
 "You are now theand duly installed."
4. Ask members to pledge support or loyalty. NOTE: Best to have members in assembly stand for this and keep them standing while
5. Present gavel to incoming president as the symbol of office and lead applause for all officers. State: "I place this gavel in your hands as this group's leader with best wishes for a successful term."
 NOTE: If agreed, the past president may handle No. 5 above, and this gives the past president the opportunity to be first to offer congratulations.

Suggestions to outgoing President when presenting gavel to new President "At this time I wish to pledge my assistance and loyalty to

you, our new President, to the new Board and to our entire organization, in presenting you with this gavel, your symbol of authority, let us consider the FIVE Presidential attributes in GAVEL.

- G For graciousness in a Presidential manner
- A For the ability to administer widely
- V For valiant upholding of laws and veracity in speech
- E For enthusiasm about plans and projects
- L For loyalty to all in all things at all times.

OR

- G Be gracious always
- A Be amicable to all
- V Be versatile in ways of doing
- E Be enthusiastic about plans and projects
- L Be legal, by knowing the laws, and be loyal in speech and deed.

Significance: can be used with flowers, jewels, candles, ribbons, paper on which Bylaws are printed, small gifts, etc.

President	Purple	Leadership and administration
	Gold	Glory and unity
	Orange	Power and loyalty
Vice-President	Blue	Truth and Wisdom
	Green	Creation, faith and growth
	Silver	Purity and Valor
Secretary	Red	Vigilance and alertness
Treasurer	White	Complete truthfulness and honesty.

“Congratulations as the New President.”

The outgoing president adjourns the meeting and the new president takes office at the close of the meeting, unless by precedent or bylaws the new president may complete the meeting. Flowers, colors, keys, candles, jewels, ribbons, birds, herbs, garden tools, trees, gardening gloves, etc. may be used as symbols for an installation ceremony.

INSTALLATION BY COLORS

process. The purpose of these rules is to expedite business, maintain order, ensure justice, provide equal treatment for all members and help an organization achieve its purpose. By conducting a meeting according to parliamentary law, it gives those present a feeling of greater sense of accomplishment and shortens the business session, allowing time after the meeting for a social visit.

The FGCM has chosen *Robert's Rules of Order Newly Revised* as the parliamentary authority. It is strongly recommended that each club have with the President's material a copy of "A Parliamentary Procedure Manual for NGC" prepared by Phyllis J. Wood, NGC Parliamentarian, and published by NGC in 1993.

BYLAWS

MODEL OF BYLAWS FOR A SMALL GARDEN CLUB

BYLAWS OF THE _____ GARDEN CLUB
OF THE FEDERATED GARDEN CLUBS OF MISSOURI, INC.

ARTICLE I – Name

The name of this organization shall be the _____

ARTICLE II – Object

The object of this organization shall be to _____; to _____:

76

CHAPTER VI

PARLIAMENTARY PROCEDURE

Parliamentary law is not a thing in itself; it is a means to and a guarantee of a well-run meeting. It is important that all members, not just the officers, understand the rules of parliamentary procedure so they can fully participate in the decision-making

77

ARTICLE III – Members

Section 1. The membership of this club shall be limited to _____ members. (If membership is not limited this section can be omitted. The minimum number for a federated club is eight.)

Section 2. Any person who is interested in the object of this organization shall be eligible for membership. The name of an applicant for membership must be presented to the organization by a member, and if the applicant receives a majority vote in the affirmative, he shall be declared elected. (If it is desired to receive members without a vote being taken on their reception, the last sentence of Section 2 should be omitted and the first should be continued thus, “and may become a member by filling out a membership application and paying the dues.”)

Section 3. Some clubs require attendance at a certain proportion of the meetings or a specified minimum participation in the club’s activities as requirement for continued membership; this also can be done only by provision in the bylaws. Sometimes this article also contains provisions for (Section 4) resignations and (Section 5) honorary members.

ARTICLE IV – Dues

Section 1. The dues of this organization shall be _____, payable before _____ of each year.

Section 2. Dues will be paid to the club treasurer who will send the District dues to the District Treasurer and the FGCM and National dues to the FGCM Treasurer before _____.

ARTICLE V – Officers

Section 1. The officers of this organization shall be President, Vice-President, Secretary and Treasurer. (The larger clubs may need more officers.) These officers shall be elected at each annual meeting, and shall hold office for _____ year(s) or until their successors are elected.

Section 2. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Club.

Section 3, etc. Other sections under this Article would give qualifications, method of nominating and electing, duties of each officer and how vacancies shall be filled.

ARTICLE VI – Meetings

Section 1. Regular meetings shall be held on the _____ day of each month from September to June unless otherwise ordered by the club. (Clubs must hold ten meetings (to be eligible for a purple ribbon), but the club members can decide what months they wish to meet.)

Section 2. The regular meeting in _____ shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committee and for any other business that may arise.

Section 3. Special meetings may be called by the President, and shall be called upon the request of _____ members. Except in cases of emergency, at least three days’ notice shall be given.

Section 4. _____ members of the Club shall constitute a quorum.

ARTICLE VII – Dissolution

In the event of dissolution of this club, and after payment of all bills, the assets shall be transferred to _____ in accordance with governmental regulations. None of the funds shall inure to the benefit of individual members.

ARTICLE VIII - Parliamentary Authority

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Club may adopt.

ARTICLE IX – Amendment of Bylaws

These bylaws may be amended at any regular meeting of the organization by a two-thirds vote, provided notice was given at the previous meeting.

MODEL OF BYLAWS FOR LARGE CLUB OR DISTRICT

ARTICLES I, II, III, IV, V & VI
(Same as above)

ARTICLE VII – Executive Board

Section 1. The officers of the Club and the Committee Chairman shall constitute the Executive Board.

Section 2. The Executive Board shall have general supervision of the affairs of the club between business meetings, fix the hour and place of meetings, make recommendations to the club and shall perform such other duties as are specified in these bylaws. It is subject to the orders of the club, and none of its acts shall conflict with action taken by the club.

Section 3. Unless otherwise ordered by the Board, regular meetings of the Executive Board shall be held on _____ (such as “the fourth Monday of the month, August through May inclusive”). Special meetings may be called by the President and shall be called upon the request of three members of the Board.

ARTICLE VIII – Committees

Section 1. At the beginning of the term of office, the President shall appoint the following committees: _____, _____, (such as Auditing, Finance, Program, etc.)

Section 2. Such other committees, standing or special shall be appointed by the President as the Club or the Executive Board shall, from time to time, deem necessary to carry on the work of the Club. The President shall be ex officio member of all committees except the Nominating Committee.

ARTICLE IX – Dissolution

(Same as Article VII in the Model for a Small Garden Club)

ARTICLE X – Parliamentary Authority
(Same as Article VIII in the Model for a Small Garden Club)

ARTICLE XI – Amendment of Bylaws
(Same as Article IX in the Model for a Small Garden Club)

STANDING RULES

Standing Rules are rules

1. which are related to the details of the administration of a society rather than to parliamentary procedure (example: The meeting will begin at 10:00 a.m.);
2. which can be adopted from time to time when the need arises by a majority vote without previous notice.
3. which may be suspended at any one meeting by a majority vote;
4. which may be amended or rescinded by a two-thirds vote, or by a majority vote if previous notice has been given.

Rules of order are adopted by an organization to ensure the smooth transaction of business and to furnish a firm basis for settling any question of procedure that may arise. A small club can function with less organization, and most meetings will be conducted like a committee meeting. Small or large clubs, informal or formal meetings, the presiding officer must have an agenda to ensure that all matters are covered.

ORDER OF BUSINESS (Agenda)

It is very helpful if the presiding officer scripts her agenda. That is, write out what is to be said, people’s names that are to be introduced, names of the chairmen to be called on to report, etc. it is amazing how one’s mind goes on vacation when one is standing in front of a meeting.

SUGGESTED ORDER OF BUSINESS FOR A CLUB MEETING

1. Call to Order (After determining that a quorum is present, the presiding officer “takes the chair” – stands and waits or signals for quiet, gives one tap of the gavel and announces, “The meeting will come to order.”)
2. An Opening Ceremony (optional – Reading a short poem, a collect, a prayer or the Pledge of Allegiance to the Flag of the United States of America can follow the call to order. Remember that it is God before country, so a prayer would be followed by the Pledge of Allegiance to the Flag of the United States of America.)
3. Roll Call (if desired)

81

4. Reading and Approval of Minutes (Remember, minutes are a record of what is done, not what is said. In all but the smallest meetings, the secretary stands while reading the minutes.)
5. Treasurer’s Report (At each meeting this is a simple statement of the cash balance on hand and requires no action by the assembly. The Treasurer is required to make a full report at the Annual Meeting, and this should be audited.)
6. Reports of Officers, Boards and Standing Committees (in addition to their annual reports, officers sometimes have information to share. Board minutes are never read at the club meeting, but a report of their action is in order and recommendations should be presented by the secretary and can be acted on at that time by the assembly. The chairmen are called on in the order in which they appear in the Bylaws.)
7. Report of Special Committees
8. Unfinished Business
9. New Business
10. Announcements
11. Program (can be anytime during the meeting)
12. Display of any kind (Mini Flower Show)
13. Adjournment
14. Social Hour.

BASIC AGENDA FOR THE DISTRICT ANNUAL MEETING

1. Call to Order (Opening 10:00 a.m.)
2. Collect or Invocation
3. Pledge of Allegiance to the Flag of the United States of America

4. Introductions (Guest who will be introduced at the luncheon need not be recognized here.)
5. Address of Welcome (This is often given by a local official and should be followed by remarks of acknowledgment and appreciation.)
6. Report of Registrar (Credentials Committee)
7. Adoption of the Printed Program
8. Reading of the Minutes (If the District Bylaws provide for minutes to be approved by a committee, the reading may be dispensed with at this time. The members of the committee to approve the minutes of this meeting should be appointed at this time and should be provided a copy of the agenda.)
9. Treasurer’s Report (This should be detailed and will be filed for audit.)

82

10. Report of Board of Directors (Recommendations of the Board may be acted upon here.)
11. Report of District Chairmen (Could be given at Spring Meeting only.)
12. Report of the Club Presidents (Districts having many clubs may find it advisable to time these reports providing the time allotted was stated in the Call. The “Call” is the written announcement of the upcoming annual meeting which the District Director sends to the membership 30 days prior to the meeting.)
13. Unfinished Business
14. New Business
15. FGCM President’s Address
16. Luncheon (12:30 p.m.)
17. Program (1:30 p.m. May be lecture, panel discussion, demonstration, or any other garden club-related program.)
18. Awards (These may be handed out by the Chairman as part of the report.)
19. Installation of Officers (The FGCM President is invited to install the officers in the odd-numbered year.)
20. Announcements
21. Invitation to next year’s Annual Meeting
22. Adjournment.

“in enforcing the rules there is need for the exercise of tact and good sense. It is usually a mistake to insist upon technical points, as long as

no one is being defrauded of his rights and the will of the majority is being carried out. The rules and customs are designed to help and not to hinder business.”

Henry Martyn Robert

83

84

PART II

ACTIVITIES

What To Do...When To Do It...Where To Send It
Educational Opportunities
Flower Shows

**Garden Tours
Blue and purple Ribbon Club Ratings
Awards**

85

86

CHAPTER VII

WHAT to do, WHEN to do it, WHERE to send it

ADDRESSES

1. National Garden Clubs, Inc., 4401 Magnolia Avenue, St. Louis, Missouri 63110.
2. The names and addresses of the current National Offices and Chairmen, Regional Directors, State Presidents and Past NGC Presidents are listed in the back of *The National Gardener*, July-August issue.
3. The names and addresses of the current FGCM Officers and Chairmen, the District Directors and Assistant Directors and Past FGCM Presidents are listed in the back of *The Garden Forum* publication.

4. The names and addresses of the District Director, District Treasurer and District Awards Chairman are listed in the front pages of the club yearbook.

CHANGE OF ADDRESS

1. Send change of the Club President's name, address or phone number to:
 - a. District Director
 - b. FGCM Treasurer
 - c. *Garden Forum* Circulation Manager
 - d. *National Gardener* Circulation Department (National Headquarters)
2. Send change of Club Treasurer's name, address or phone number to:
 - a. District Treasurer
 - b. FGCM Treasurer

Send names and addresses of club delegates and alternates to the Convention Registration Chairman at least fifteen (15) days before the FGCM Annual Convention.

CONTRIBUTIONS

The Federated Garden Clubs of Missouri, Inc. supports projects available for elective credit for blue or purple ribbon Club Ratings.

87

ALL CHECKS ARE MADE PAYABLE TO The Federated Garden Clubs of Missouri, Inc. and must include the name of the club and District and the purpose for which it is sent. Be sure to report club contributions on the Presidents' Report form.

All contributions for projects #1-#18, except #7 should be sent to the FGCM Treasurer. Each project FGCM Chairman will be notified by the FGCM Treasurer of the contributions. (Include State dues and itemized state projects amount on one check)

1. ACTIVITY FUND: check payable to FGCM, send to FGCM Treasurer.
2. BLUE STAR MEMORIAL RESTORATION FUND: check payable FGCM, send to FGCM Treasurer
3. CONSERVATION/FORESTRY: check payable to FGCM Send to FGCM Treasurer. Note specific project if desired.
4. DONNA LANTRY BLUE STAR MEMORIAL AWARD: check payable to FGCM and send to FGCM Treasurer
5. FGCM PRESIDENT'S PROJECT: Specific project changes with each administration. Check payable to FGCM, Send check to FGCM Treasurer.
6. HABITAT FOR HUMANITY: check payable to FGCM, send to FGCM Treasurer
7. HONOR/MEMORIAL BOOK: check payable to FGCM, send to FGCM Honor/Memorial Book Chairman with name and address of honoree and/or name and address of next to kin.
8. MISSOURI BOTANICAL GARDEN: check payable to FGCM, send to FGCM Treasurer.
9. NATIONAL GARDEN CLUB PERMANENT HOME AND ENDOWMENT FUND: check payable to FGCM, send to FGCM Treasurer.
10. NATIONAL PRESIDENT'S PROJECT: check payable to FGCM, Specific Project changes with each administration. Send check to FGCM Treasurer.
11. POWELL GARDENS/PRESIDENTS' ROW FUND: check payable to FGCM, send to FGCM Treasurer.
12. ROADSIDES/WILDFLOWERS FUND: check payable to FGCM, send to FGCM Treasurer
13. SCHOLARSHIP FUND: check payable to FGCM, send to FGCM Treasurer.
14. SPRINGFIELD-GREENE COUNTY BOTANICAL CENTER: check payable to FGCM, send to FGCM Treasurer.
15. SMOKEY BEAR/WOODSY OWL POSTER CONTEST PRIZE FUND: check payable to FGCM, end to FGCM Treasurer.
16. STATE FAIR GAZEBO/LANDSCAPE FUND (Maintenance): check payable to FGCM, send to FGCM Treasurer.
17. WORLD GARDENING/DISASTER: check payable to FGCM, send to FGCM Treasurer. Note specific project if desired
18. YOUTH ESSAY AND POETRY CONTEST PRIZE FUND: check payable to FGCM, send to FGCM Treasurer.

88

DUES

1. FGCM membership dues of \$10.00 per member (includes NGC dues and *The Garden Forum* subscription) are payable on or before November 1 for the coming calendar year. Dues for new members joining after June 1 may be held and included with club dues in October. **NEW CLUBS JOINING AFTER JUNE 1 WILL BE CREDITED FOR THE NEXT CALENDAR YEAR.** (On the dues form received with the Presidents' Report Form, the Club Treasurer will list the name and mailing address of each member, indicating the Club President and Treasurer for the coming calendar year with their phone numbers.) The Club Treasurer will then forward THE ORIGINAL AND ONE COPY of this form with a check for dues to the FGCM Treasurer before November 1. **CLUBS ARE ENCOURAGED TO SEND ONE CHECK THAT COVERS DUES AND CONTRIBUTIONS WITH CONTRIBUTIONS LISTED ON SEPARATE SHEET.**

2. District dues are determined by each district and are due on or before November 1 for the coming calendar year. The Club Treasurer will forward the dues to District Treasurer with a list of names and addresses of club members indicating the Club President and Treasurer.

GARDEN FORUM

1. **ADVERTISEMENTS:** Rate sheets are available in the current issue of *The Garden Forum*. Send ad copy directly to the Advertising Manager.

2. **ARTICLES FOR PUBLICATION:** Articles intended for publication must be typed, 40 spaces to the line, double spaced, using only one side of the page. Send to the Editor of *The Garden Forum* on or before the deadline dates which are the 1st of February, May, August and November.

89

3. **SUBSCRIPTIONS:** Members' subscriptions are included in FGCM membership dues. Additional copies may be obtained for

\$2.00 per copy. Non-members pay a subscription rate of \$7.50 per year or \$2.00 per copy. Make checks payable to The Federated Garden Clubs of Missouri, Inc. (FGCM) and send request to *The Garden Forum* Circulation Manager.

4. **GARDEN CLUB MANUAL CHANGES:** Updates to the Garden Club Manual are printed in *The Garden Forum* and on the website. Members should copy these changes and place them in their personal manuals. Manuals will have the month and/or year of update.

NOTE. Subscriptions to *The National Gardener* are complimentary to Club Presidents. Other subscriptions may be obtained from the FGCM National Gardener Chairman or the Circulation Department of *The National Gardener*.

HONORARY LIFE MEMBERSHIPS

1. **LIFE MEMBERSHIP:** Life Membership forms are available from the FGCM Life Members Chairman or the District Director. Send the completed, signed form and a check made payable to The Federated Garden Clubs of Missouri, Inc. (FGCM) for \$50 to the FGCM President. The \$50 then becomes part of the FGCM Scholarship Fund. A FGCM Life Member Pin may be purchased from the FGCM Life Membership Chairman.

2. **NATIONAL LIFE MEMBERSHIP:** National Life Membership forms are available from the FGCM Life Membership Chairman. The completed form and a check made payable to National Garden Clubs, Inc. for \$200.00 should be sent to the FGCM Life Membership Chairman or the NGC Life Membership Chairman. A National Life Member Pin may be purchased from NGC Member Services.

CITATION OF COMMENDATION

A Garden Club may send a recommendation for a Citation of Commendation Certificate to the FGCM Citations Chairman with:

1. Description of the place
2. Three photographs
3. Verification by a Nationally Accredited Flower Show Judge, a Nationally Accredited Landscape Design Consultant or a committee of three members of the Garden Club

90

A Citation of Commendation Certificate may be presented to commercial or industrial firms, organizations, public institutions such

as schools, libraries, city halls, or an individual in recognition for landscaping and beautification of an area for the enjoyment of the public or for meritorious service for community betterment.

Upon approval of the FGCM Citations Chairman, a Certificate shall be sent to the Club President for presentation to the honoree.

SOURCE OF SUPPLIES

1. Available from FGCM Ways & Means Chairman:
 - a. FGCM GARDEN CLUB MANUALS
 - b. Other State Publications
 - c. Membership cards.
2. Available from Member Services, NGC Headquarters:
 - a. Free Catalogue
 - b. Books
 - c. Video and Slide Programs
 - d. Flower Show ribbons and supplies
 - e. *Vision of Beauty* calendars
 - f. Other publications about NGC activities
 - g. Pins and other jewelry

STATE CALENDAR

JANUARY 15: FGCM Blue Ribbon Books of Evidence with qualifying yearbooks from previous year due to NGC Awards Chairman from FGCM Awards Chairman accompanied by suitable application forms.

JANUARY 15: Smokey Bear/Woodsy Owl due to FGCM Chairman.

JANUARY 25: Clubs send Publicity Press Books to FGCM Publicity Chairman.

FEBRUARY 1: Club Presidents' Annual Report due to District Director and FGCM Club Ratings Chairman.

FEBRUARY 1: Club Yearbooks due to District Director, District Awards Chairman, FGCM President and FGCM Club Programs Chairman.

FEBRUARY 1: Award of Honor nominee due to Regional Membership Chairman from FGCM Award of Honor Chairman.

FEBRUARY 1: Deadline for *THE GARDEN FORUM* spring edition.

FEBRUARY 10: FGCM Board Chairmen send annual report to FGCM President.

FEBRUARY 15: FGCM Treasurer and FGCM Honor/Memorial Book Chairmen send to FGCM Club Ratings Chairman an alphabetical list of clubs contributing during previous calendar year.

MARCH 1: Qualifying Yearbooks due to FGCM Awards Chairman from District Awards Chairman.

MARCH 15: FGCM Board Chairmen send annual budgeted expense request to FGCM President. Suggestions for fiscal year budget changes should be included.

MARCH 21: Bird Appreciation Day

APRIL: First Friday: MISSOURI ARBOR DAY

Last Friday: NATIONAL ARBOR DAY

APRIL/MAY: Annual FGCM Convention

MAY 1: Deadline for *THE GARDEN FORUM* summer edition.

AFTER JUNE 1: FGCM Treasurer forwards to National Headquarters NGC dues for each member.

JULY 1: Sanctuary and Bluebird Trail applications due to District Bird Chairman

AUGUST 1: Deadline for *THE GARDEN FORUM* fall edition.

AUGUST: Missouri State Fair at Sedalia, Federation Day.

SEPTEMBER: Club Treasurers' report form distributed by the FGCM Treasurer.

SEPTEMBER: Scholarship applications distributed by FGCM Third Vice-President.

SEPTEMBER 15: NGC Award of Excellence applications due to NGC designated Vice-President.

OCTOBER 20: Butterfly/Hummingbird Certificate deadline.

NOVEMBER 1: Club Treasurers send FGCM and District dues to FGCM and District Treasurers along with contributions to FGCM Projects and fully completed roster forms.

NOVEMBER 1: Send copy of above roster form to FGCM Membership Chairman.

NOVEMBER 1: Youth contest entries due to District Youth Chairman, except Smokey Bear/Woodsy Owl Contest.

NOVEMBER: Club Presidents' report form distributed by the FGCM Club Ratings Chairman.

NOVEMBER: FGCM Annual Board of Directors meeting. FGCM Board Chairman should report at meeting.

NOVEMBER 1: Deadline for *THE GARDEN FORUM* winter edition.

NOVEMBER 30: District Treasurer sends roster of clubs paying dues to District Director and an alphabetical list of clubs NOT paying dues before November 1 to FGCM Ratings Chairman.

DECEMBER 1: Youth Contest entries due to FGCM Youth Contest Chairman.

DECEMBER 1: Smokey Bear/Woodsy Owl entries due to FGCM Chairman.

DECEMBER 1: Deadline for clubs applying for FGCM Flower Show and Projects Awards to send Books of Evidence to proper FGCM Award Chairman.

EXCEPTION: DECEMBER 20: Deadline for clubs applying for FGCM Holiday Flower Show Awards to send Books of Evidence to the FGCM Awards Chairman.

DECEMBER 20: Award of Honor Applications due to FGCM Award of Honor Chairman.

CHAPTER VIII

EDUCATIONAL OPPORTUNITIES

FGCM offers several educational opportunities for its membership and the general public on a revolving basis within the state. These include four school series designed and administered by NGC and one mini school experience. Schools need not be taken in succession but the series must be completed within the required number of years for credit toward certification. Any school, in total or in part, may be attended upon registration and need not be taken for credit toward certification.

FLOWER SHOW SCHOOL

Flower Show Schools Series are initiated by the FGCM Flower Show Schools Chairman with the approval of FGCM's Board of Directors and accredited by NGC for the purpose of training and accrediting flower show judges, increasing interest and knowledge in the fields of horticulture and design and to encourage beautiful and educational flower shows. Four courses are required in the series and must be given in sequence, one through four. Each school includes two full days of instruction with a written examination offered the third day. All courses must follow the specific curriculum set forth in the current edition of the HANDBOOK FOR FLOWER SHOWS, available through NGC Member Services. At least two NGC approved instructors are

required for each course from the list provided by the NGC Instructor's Chairman. Upon successful completion of the third course the student is then called a "Student Judge" and will be invited to become a member of the nearest Judges Council within the State. The remaining requirement to become an NGC Accredited Flower Show Judge, upon completion of the series, fulfillment of required blue ribbons earned and successfully writing a schedule for a Standard Flower Show, is the Handbook Examination. For further information read Chapter 12, pp 236-237 and Chapter 13, pp 259-264 in the 2007 Revision of HANDBOOK FOR FLOWER SHOWS.

SYMPOSIA

Symposia are courses of advanced study with the Flower Show Schools program sponsored by one of the FGCM Judges Councils.

Two-day Symposia follow the criteria approved by NGC and are taught by NGC Accredited Instructors. Lectures include an allied subject as well as horticulture and design, and exams are given at the end of the session for Accredited Judges who need to refresh and/or upgrade their judging status to Life or Master as outlined in the current issue of the HANDBOOK FOR FLOWER SHOWS available through NGC Member Services. All garden club members are encouraged to attend Symposia to learn about design, horticulture and Standard Flower Show procedure but need not take the examination.

GARDENING STUDY COURSES

The Gardening Study Courses program was established by NGC in 1977 to stimulate interest in all phases of horticulture and to enable garden club members and the public to become well-informed horticulturists. Gardening Study is a study course series of four ten-hour sessions covering the basics of gardening. The GARDENING STUDY COURSES HANDBOOK, available through NGC Member

Services, outlines the curriculum and contains all the information and forms necessary to set up each series. Each course covers three required subject areas for which an examination is given to those garden club members who wish to become certified as Gardening Consultants and a supplemental subject of local interest. Any club, group of clubs, district or state organization affiliated with National Garden Clubs, Inc. may sponsor a series. Four courses are required in the series and must be given in sequence, one through four, but need not be taken in sequence for credit. Local qualified instructors must be approved by the NGC Gardening Study Accrediting Chairman. Students who have completed two study courses are eligible to become Associate Members of the Missouri Gardening Consultants Council. Upon successful completion of the entire series within the required seven

96

years, the student becomes a Nationally Accredited Gardening Consultant. A valid certificate is maintained by renewing after two years and before five years have elapsed. Renewal is made by attending, without examination, any of the four Gardening Study Courses or a Gardening Study Symposium. Upon renewing the Consultant Certificate for the fourth time, a Life Certificate is earned.

LANDSCAPE DESIGN SCHOOL

Landscape Design School Series began in September, 1958 in Atlanta, Georgia, for the purpose of educating garden club members and the public to know good landscape architectural practice and to serve as guardians and consultants of the natural and man-made landscape. Four courses are required in the series and must be given in sequence, one through four. Each school includes two full days of instruction with a written examination offered the third day. All courses must follow the specific curriculum set forth in the current issue of the LANDSCAPE DESIGN STUDENT/CONSULTANTS MANUAL available through NGC Member Services. Local qualified instructors must be approved by the NGC Landscape Design Schools Committee. After successfully completing two series, the student is invited to become a

provisional member of the FGCM Landscape Design Consultants Council for a period of up to three years. Upon successful completion of the entire series within the required five years, the student becomes an NGC Landscape Design Consultant and is invited to become a member of the FGCM Landscape Design Consultants Council. In order to maintain certification, the Consultant must renew within five years by attending all lectures of a Landscape Design School Course or attending all lectures of an approved Optional Program that is comparable in scope to a regular course of eleven hours. Effective 1-1-2010 both virtual and on site courses are permitted the option of conducting back to back courses.

THE LIVING EARTH-ENVIRONMENTAL STUDIES SCHOOL
Environmental Studies School Series were begun in 1992 in Wisconsin. Four courses of eleven hours each are required. These courses are designed to study the process of the earth, the impact of man on earth and actions which will ensure a maximum quality of life for this and future generations without depleting our natural resources. Any club, group of clubs, district or state organization affiliated with NGC may sponsor a series. A written examination is given following each Course in a series. All courses must follow

97

the specific curriculum set forth in the ENVIRONMENTAL STUDIES SCHOOL MANUAL available from NGC Member Services. Local qualified instructors must be approved by the NGC Environmental Studies Schools Committee. Upon successful completion of the series the student becomes an NGC Environmental Consultant and is invited to become a member of the FGCM Environmental Council. A valid certificate is maintained by renewing after two years and before five years have elapsed. Renewal is made by attending without exam, any of the four Environmental Studies School Courses or an NGC sponsored Refresher. Upon renewing the Consultant Certificate for the fourth time, a Life Certificate is earned.

WORKSHOPS

From time to time, workshops on specific subjects are offered within the State or District by a FGCM or District chairman. These hands-on

single-occasion experiences are available to the membership and usually require advanced registration.

SEMINARS

Seminars are fifty-five minute lectures on specific subjects pertaining to the objectives of FGCM offered during the Annual Convention by qualified personnel and available on a first come, first served basis with Convention Registration. Notices of the subjects, with instructors, are included in the Convention information in the winter issue of *The Garden Forum*.

98

CHAPTER IX

STANDARD FLOWER SHOWS

The four primary purposes for staging a Standard Flower Show are to (1) educate – both the club members who enter and the public who visits the show, (2) stimulate interest in horticulture, (3) promote an outlet for creative expression and (4) convey to the community the objectives of FGCM and NGC. A single club or group of clubs may sponsor a show, but the decision to sponsor a show is made by the club members. The requirements and procedures for a Standard Flower Show are detailed in the current

edition of the NGC HANDBOOK FOR FLOWER SHOWS and the General Flower Show Chairman and her committees **MUST** be well acquainted with all this material.

While it is desirable for the General Chairman to have had past experience with Standard Flower Shows, it is even more important that the Schedule Chairman have experience in flower show work, understand proper flower show terms and their meanings, and know the seasonal plant materials, as well as the horticultural and design abilities of the club members. The Flower Show Schedule is the **law of the show** and must be clear, specific, accurate, comprehensive and leave no unanswered questions about the requirements. It is strongly recommended that the schedule be written early enough so that it can be critiqued by the local Judges Council before it is printed.

All members of the Committee must keep in mind the six basic requirements for any national Standard Flower Show. They are:

1. At least one of the clubs planning and staging the show must be a Federated Club;
2. Fresh plant materials must be emphasized;
3. Schedule must be mechanically reproduced;
4. Horticulture and Design Divisions are required with at least five classes in each division; at least half the classes must be in horticulture and at least twenty exhibits must be in each division;
5. Judging must be done by accredited judges with at least 2/3 of the total number being National Council Judges;

99

6. Awards must be determined by the National Standard System of Awarding which the current edition of the **HANDBOOK FOR FLOWER SHOWS** explains in detail.

A Special Exhibits Division is required when the club plans to apply for a NGC Flower Show Achievement Award. Check the chapter on

“Special Exhibits” in the HANDBOOK carefully because requirements in this division are different for each type of show.

Clubs applying for a Flower Show Award shall notify the FGCM **Flower Show Chairman** at least thirty (30) days in **advance** of the Flower Show. A flower show schedule and the names and addresses of the judges who will serve shall be included.

The FGCM Flower Show Chairman will appoint a panel of accredited judges from the list of judges furnished by the Club to evaluate the show for FGCM and NGC Flower Show Achievement Awards. To be eligible for an award the Show must attain a score of 95 or above. The evaluation judges will inform the local Flower Show Chairman if the score is high enough to warrant proceeding with award application and compilation of a Book of Evidence. (See pages 59-60 of the 2007 NGC Flower Show Handbook.)

MISSOURI WILDFLOWER RESOLUTION

WHEREAS, an objective of the Federated Garden Clubs of Missouri, Inc., is to aid in the protection and conservation of our natural resources, and to cooperate with other agencies furthering the interests of Horticulture and Conservation, be in RESOLVE:

1. That any plant listed as Critically imperiled or Imperiled Status as identified by the Department of Conservation under Constitutional authority rule 3CSR10-4.111 of the Wildlife Code of Missouri be protected – never to be picked, dug, seeds removed, or shown in flower shows at anytime:

Acalpha deamii- Large Seeded Mercury	S1
Aconitum uncinatum- Southern Monkshood	S1
Agalinis heterophylla-Prarie False Foxglove	S1
Agalinis purpurea- Purple False Foxglove	S2

100

Agalinis viridis- Green False Foxglove	S1
Agastache scrophulariifolia-Purple Giant-hyssop	S1
Allium burdickii- Wild Leek	S2
/alopecurus aequalis- Floating Foxtail Grass	S2

Anemone cylindrical- Thimbleweed	S2
Anemone quinquefolia-Wood Anemone	S1
Aralia nudicaulis- Wild Sarsaparilla	S2
Aristida desmantha- Cury Three-awn	S1
Aristida lanosa- Woollyleaf Three-awn	S1
Aronia melanocarpa- Black Chokeberry	S1
Asclepias meadii- Mead’s Milkweed	S2
Astragalus lotiflorus- Low Milk Vetch	S2
Astranthium ciliatum- Western Daisy	S2
Bartonia paniculata ssp.paniculata- Screwstem	S1
Bartonia virginica- Yellow Bartonia	S1
Berberis Canadensis- American Barberry	S2
Bergia texana- Bergia	S2
Berula erecta var.incisum- Cut-leaved Water-parsnip	S1
Bidens laevis- A Beggar’s Tick	S1
Bolboschoenus maritimus ssp. paludosus Bavonet Grass	S1
Boltonia decurrens- Decurrent False Aster	S1
Bouteloua gracilis- Blue Grama	S1
Bouteloua hirsuita var. hirsute- Hairy Grama	S2
Callicarpa Americana- French Mulberry	S1
Callirhoe bushii- Bush’s Poppy Mallow	S2
Calopogon tuberosus- Grass Pink Orchid	S2
Caltha palustris var.palustris- Marsh Marigold	S1
Campanula aparinoides var. apprainoides .-Marsh Bellflower	S1
Campanula rotundifolia- Harebell	S1
Carex abscondita- A Sedge	S1
Carex albicans var. australis- Bellow Beaked Sedge	S1
Carex albolutescens- Greenish-white Sedge	S1/S2
Carex aquatilis var. substricta- A Sedge	S1
Carex atherodes- Awned Sedge	S1
Carex atlantica ssp.atlantica- A Sedge	S1
Carex bromoides ssp. Bromoides- A Sedge	S2
Carex buxbaumii- Brown Bog Sedge	S2
Carex cherookeensis- Cherokee Sedge	S2

101

Carex communis var. communis- Fibrous-root Sedge	S2	
Carex comosa- Bristly Sedge	S2	
Carex conoidea- Field Sedge	S1	
Carex Cumberlandensis- A Sedge	S1	
Carex debilis var. debilis- White-edge Sedge	S1	
Carex fissa var. fissa- A Sedge	S1	
Carex flaccosperma- A Sedge	S2	
Carex gigantean- Giant Sedge	S1/S2	
Carex gracillima- Graceful Sedge		S1
Carex lacustris-Lake-bank Sedge		S2
Carex laxiculmis-Spreading Sedge	S2	
Carex laxiflora var. laxiflora-A Carex	S1	
Carex longii- Greenish-white Sedge	S1	
Carex microdonta- A Sedge	S1	
Carex molestiformis-A Sedge	S2	
Carex nigromarginata var. floridana- A Sedge	S1	
Carex oxylepis- Sharp-scale Sedge	S2	
Carex prasina- Drooping Sedge	S1	
Carex reniformis- Reniform Sedge	S1	
Carex reznicekii- A Swedge	S2	
Carex sartwellii- Sartwell's Sedge		S1
Carex socialis- A Sedge	S2	
Carex sprengei- Longbeak Sedge	S1	
Carex sterilis- A Sedge	S2	
Carex straminea- Straw Sedge	S1	
Carex sychnocephala- A Sedge	S1	
Carex timida- Timid Sedge	S1/S2	
Carex tinsa var. rugosperma- Shaved Sedge	S1	
Carex triangularis- Triangular Sedge	S2	
Carex trichocarpa- Hairy-fruited Sedge	S1	
Carex vesicaria var. monile- A Sedge	S2	
Carex willdenowii- Willdenow's Sedge	S1	
Castanea pumila var. ozarkensis- Ozark Chinquapin	S2	
Castilleja sessiliflora- Downy Painted Cup		S2
Cayaponia quinqueloba- A Gourd		S1
Chasmanthium laxum ssp. Laxum- Slender Spike Grass	S1	

Chelone oblique- Rose Turtlehead	S2	
Cissus trifoliata- Marine Vine	S2	
Clematis viorna- A Leatherflower		S1
102		
Coeloglossum viride var. virescens- Long-braced Orchid		S1
Coelorachis cylindrical- Joint Grass		S1
Conyza Canadensis var. pusilla- Fleabane		S1/S2
Corydalis micrantha ssp. Australis- A Corydalis		S2
Crataegus marshallii- Parsley Haw		S1
Crataegus spathulata- A Hawthorn		S1
Croton michauxii- Narrowleaf Rushfoil		S1
Cyclachaena xanthifolia- A Marsh Elder		S1
Cynoscidium digitatum- Finger Dog-shade		S2
Cyperus Croceus- Baldwin's Cyperus		S1
Cyperus diandrus- Umbrella Flatsedge		S1
Cyperus flavicomus- An Umbrella Sedge		S1
Cyperus hystericinus- Flatsedge		S1
Cyperus plukenetii- Plukenet's Cyperus		S1
Cyperus retroflexus- Umbrella Sedge		S1
Cyperus retrofractus- Teasel-like Cyperus		S1/S2
Cyperus setigerus- Bristled Cyperus		S1
Cypripedium candidum- Small White Lady-slipper		S1
Dalea enneandra- Nineanther Dlea		S2
Dalea gattereri- Gatterer Prairie-clover		S1
Decodon verticillatus- Swamp Loosestrife		S1
Delphinium exaltatum- Tall Larkspur		S2
Descurainia pinnata ssp. Pinnata Tansy Mustard		S2
Desmodium strictum- Pineland Tick Trefoil		S1
Desmodium viridiflorum- Velvety Tick Trefoil		S1
Diarrhena Americana- American Beakgrass		S1
Dichondra carolinensis- Pony-foot Grass		S1
Distichlis spicata var. spicata Seashore Salt Grass		S1
Dodecatheon amethystinum-		

Amethyst Shooting Star	S2	
Dodecatheon frenchii- Frech's Shooting Star	S1	
Doellingeria umbellata var. pubens		
Flat-topped White Aster	S1	
Echinochloa walteri- A Barnyard Grass	S1	
Echinodorus tenellus var. parvulus-		
Dwarf Burhead	S1	
Eleocharis atropurpurea- A Spike Rush	S1	
Eleocharis lanceolata- Lance-like Spike Rush	S1	
Epifagus virginiana- Beech Drops		S2
Epilobium leptophyllum- Willow Herb	S1	

103

Eragrostis glomerata- A Love Grass	S1	
Erianthus giganteus- Plume Grass	S1	
Eriogonum longifolium var. longifolium		
Umbrella Plant	S2	
Euonymus americanus- Strawberry Bush		S2
Eupatorium maculatum var. bruneri		
Spotted Joe-pye Weed	S1	
Eupatorium semiserratum- A Thoroughwort	S1/S2	
Euphorbia geyeri var. geyeri- Geyer's Spurge	S1	
Eurybia furcata- Forked Aster	S2	
Eurybia macrophylla- Big-leaved Aster	S2	
Filipendula rubra- Queen of the Prairie	S2	
Fragaria vesca var. Americana-		
Woodland Strawberry	S1	
Fuirena simplex var. aristulata-		
An Umbrella Grass	S2	
Galium boreale ssp. Septentrionale-		
Northern Bedstraw	S2	
Gaura coccinea- Scarlet Gaura	S1	
Gaylussacia baccata- Black Huckleberry	S1	
Gentiana andrewsii var. andrewsii-		
Closed Gentian	S1	
Geocarpon minimum- Geocarpon		S2
Geum virginianum- Pale Avens	S1	
Glycyrrhiza lepidota var. lepidota-		
Wild Licorice	S1	

Gratiola viscidula ssp. Viscidula- Hedge Hyssop	S1	
Grindelia ciliate- A Goldenweed	S1	
Hedyotis boscii- A Bluet		S1
Hedyotis uniflora- Clustered Bluets	S1	
Helianthus angustifolius- Swamp Sunflower	S2	
Heliotropium curassavicum var. curassavicu,		
Seaside Heliotrope	S1	
Heuchera parviflora var. parviflora		
Little Leaved Alum Root		S1
Hottonia inflata- Featherfoil		S2
Hydrocotyle ranunculoides- Floating Pennywort	S1/S2	
Hydrocotyle verticillata- Water Pennywort		S1
Hydrolea ovata- Ovate Fiddleleaf		S2
Hypericum adpressum- Creeping St. John's-wort	S1	

104

Hypericum ascyron ssp.- pyramidatum		
Great St. John's-wort	S1	
Hypericum lobocarpum- A St. John's Wort		S1
Isotria verticillata- Large Whorled Pogonia		S1/S2
Juncus balticus var. littoralis- Baltic Rush		S1
Juncus bufonius var. bufonius- Toad Rush	S1	
Juncus Canadensis var. Canadensis-		
Canada Rush	S1	
Juncus debilis- Weak Rush	S1	
Juncus validus- A Rush	S1	
Justicia ovata var. lanceolata-		
A Water Willow		S2
Lactuca tatarica ssp. Pulchella- Blue Lettuce	S1	
Leitneria floridana- Corkwood	S2	
Lemna trisulca- Star Duckweed	S2	
Liatris scariosa var. nieuwlandii- A Blazing Star	S2	
Lilium philadelphicum var. andinum		
Wood Liyy	S1	
Lilium superbum- Turk's Cap Liyy	S1	
Limnium spongia ssp. Spongia-		

American Frogbit	S2	
Limnoscadium pinnatum- Pinnate Dogshade	S1	
Lindera melissifolia- Pondberry	S1	
Liparis loeselii- Loesel's Twayblade	S2	
Listera australis- Southern Twayblade	S1	
Lithospermum latifolium- American Gromwell	S2	
Ludwigia leptocarpa- Primseo Willow	S2	
Ludwigia microcarpa- A False Loosestrife	S2	S2
Lysimachia terrestris- Swamp Candle	S1	
Lysimachia thyrsiflora- Tufted Loosestrife	S1	S1
Malus angustifolia- Narrow-leaved Wild Crab	S2	
Marshallia caespitosa var. signata- Barbara's Buttons	S1	
Mecardonia acuminata- Water Hyssop	S1	
Melica nutica- Two-flowered Melic Grass	S1	S1
Menyanthes trifoliata- Bogbean	S1	
Minuartia muscorum- Dixie Stitchwort	S1	
Mitreola petiolata- Miterwort	S1	
Muhlenbergia asperifolia- Scratchgrass	S1	
Najas gracillima- Thread-like Naiad	S2	
Nemastylis geminiflora- Prairie Iris	S2	
Notocalais cuspidate- Prairie Dandelion	S2	
Obolaria virginica- Virginia Pennywort	S2	

105

Oenothera clelandii- Evening Primrose	S2	
Oenothera fruticosa ssp. Fruticosa- Shrubby Sundrops	S1	
Oenothera nutans- Nodding Evening Primrose	S1/S2	
Oenothera perennis- Small Sundrops	S1	
Oenothera tribloba- Stemless Evening Primrose	S2	
Opuntia macrorrhiza- Low Prickly Pear	S2	
Orobanche ludoviciana- A Broomrape	S1	
Orobanche Multiflora- A Broomrape	S1	
Oryzopsis racemosa- Black-seeded Mountain Rise	S1	
Oxytropis lambertii var. lambertii- Locoweed	S2	
Panicum dichotomum var. nitidum- A Panic Grass	S1	

Panicum dichotomum var. yadkinense- A Panic Grass	S1	
Panicum verrucosum- Warty Panicgrass	S1	
Paronychia virginica- Virginia Whitlow Wort	S1	
Paspalum bifidum- Pitchfork Paspalum	S1	
Paspalum setaceum var. setaceum- Slender Paspalum	S1	
Pediomelum argophyllum- Silvery Psoralea	S2	
Peltandra virginica ssp. Virgiinica- Arrow Arum	S2	
Penstemon cobaea var. cobaea- A Beard-tongue	S1	
Penstemon grandiflorus- Large Beard Tongue	S1	
Phacelia covillei- Coville's Phacelia	S1	
Philadelphus pubescens var. verrucosus Mock Orange	S1	
Phloc bifida ssp. Stellaria- Bifid Phlox	S1	
Phlox Carolina ssp. Carolina- Carolina Phlox	S1	
Phlox maculate ssp. Pyramidalis- Wild Sweet William	S2	
Phyllanthus polygonoides- Knotweed Leaf-flower	S1	S1
Physostegia intermedia- A False Dragonhead	S1	
Plantago patagonica- Woolly Plantain	S2	
Platanthera ciliaris- Yellow-fringed Orchid		S1
Platanthera clavellata- Green Wood Orchid	S2	
Platanthera flava var. flava- Pale Green Orchid	S2	
Platanthera flava var. herbiola- Northern Rein Orchid	S2	
Platanthera leucophaea- Eastern Prairie Fringed Orchid	S1	

106

Platanthera praeclara- Western Prairie Fringed Orchid	S1	
Poa interior- Inland Bluegrass	S1	
Pogonia ophioglossoides- Snake-mouth Orchid	S1	
Polygonella Americana- Jointweed	S2	
Polygonum amphibium var. stipulaceum- Water Smartweed	S1	
Polygonum arifolium- Halberd-leaved Tear Thumb	S1	S1

Polygonum densiflorum- Dense-flower Smartweed S1/S2
 Polypremum procumbens- Juniper-leaf S2
 Populus grandidentata- Big-toothed Aspen S1
 Populus tremuloides- Quaking Aspen S2
 Potamogeton pusillus var. pusillus- Slender Pondweed S1
 Pycnanthemum muticum- Blunt Mountain Mint S2
 Quercus ellipsoidalis- Northern Pin Oak S1
 Quercus nigra- Water Oak S2
 Quercus texana- Nuttall's Oak S2
 Rhynchosia difformis- Double-formed Snoutbean S1
 Rhynchospora harveyi- Harvey's Beak-rush S1
 Rhynchospora macrostachya var. macrostachya Horned Rush S1
 Ribes americanum- Gooseberry S1
 Rorippa aquatica- Lake Cress S2
 Rosa blanda- Smooth Rose S1
 Rudbeckia grandiflora var. grandiflora- Rough Coneflower S1
 Ruppia maritime- Ditch Grass S1
 Sabatia brachiata- Marsh Pink S1
 Sacciolepis striata- American Cupscale S1
 Sagittaria ambigua- Kansas Arrowhead S1
 Sagittaria platyphylla- Ovate-leaved Arrowhead S1
 Salix discolor- Pussy Willow S1
 Salix petiolaris- Meadow Willow S1
 Sambucus pubens- Red-berried Elderberry S1
 Sapindus drummondii- Soapberry S2
 Schoenoplectus californicus- Giant Bulrush S1
 Schoenoplectus etuberculatus- Canby's Bulrush S1
 Schoenoplectus hallii- Hall's Bulrush S2
 Schoenoplectus purshianus- Weakstalk Bulrush S1
 Schoenoplectus saximontanus- A Bulrush S1
 Schoenoplectus subterminalis- Swaying Rush S1
 Scirpus pallidus- Pale Bulrush S2

107

Sclereia reticularis var. pubescens –

Muhlenberg's Nut-rush S1
 Scutellaria galericulata- Marsh Skullcap S1
 Sida elliottii- Elliott Sida S1
 Sisyrinchium atlanticum- Eastern Blue-eyed Grass S2
 Spermolepis divaricata- Rough-fruit Spermolepis S1
 Spiraea alba var. alba- Meadow-sweet S1
 Spiraea tomentosa- Hardhack S1
 Stenosiphon linifolius- Stenosiphon S2
 Stylisma pickeringii var. pattersonii- A Stylisma S1
 Sullivantia sullivantii- Sullivantia S2
 Symphoricarpos occidentalis- Wolfberry S1
 Symphyotrichum dumosum var. strictior- Tradescant Aster S2
 Symphyotrichum racemosum var. subdumosum- Small White Aster S2
 Symphyotrichum subulatum var. ligulatum- Saltmarsh Aster S2
 Thalia dealbata- Water Canna S2
 Thelesperma filifolium- Thelesperma S2
 Tipularia discolor- Crane-fly Orchid S2
 Torreyochloa pallida var. pallida- Pale Manna Grass S1
 Tradescantia ozarkana- Ozark Spiderwort S2
 Tragia cordata- Heart-leaved Noseburn S2
 Tragia ramose- A Noseburn S2
 Trautvetteria caroliniensis- False Bugbane S2
 Trepocarpus aethusae- Trepocarpus S1
 Triadenum tubulosum- Marsh St. John's Wort S1
 Trichostema setaceum- Blue Curls S1
 Tridens flavus var. chapmanii- A Grass S2
 Trifolium stoloniferum- Running Buffalo Clover S1
 Trillium pusillum var. ozarkanum Ozark Wake Robin S2
 Triodanis lamprospermai- A Venus' Looking Glass S2
 Typha domingensis- Southern Cattail S1
 Ulmus crassifolia- Cedar Elm S1
 Ulmus thomasii- Rock Elm S2
 Urtica chamaedryoides- Weak Nettle S1
 Utricularia subulata- Slender Bladderwort S1

Valerianella ozarkana- Ozark Corn Salad S2

108

Viburnum dentatum- Southern Arrow-wood	S1	
Viburnum lentago- Nannyberry	S1	
Viburnum recognitum- Northern Arrow-wood	S1	
Viola macloskeyi ssp. Pallens- Smooth White Violet	S2	
Vitis rotundifolia var. rotundifolia- Muscadine	S1	
Waldsteinia fragarioides ssp. Fragarioides- Barren Strawberry	S2	
Wolffiella gladiata- Wolffiella	S1	
Xyris jupicai- Yellow-eyed grass		S1
Xyris torta- Yellow-eyed Grass	S1	
Yucca arkansana- Arkansas Yucca	S2	
Yucca glauca- Small Soapweed Yucca	S2	
Zigadenus elegans ssp. Glaucus- White Camas	S2	
Zigadenus nuttallii- Death Camas		S1

CODE

S1= CRITICALLY IMPERILED Indicates imperiled in the nation or state because of extreme rarity or because of some factor(s) making it especially vulnerable to extirpation from the state. (5 per 1,000)

S2= IMPERILED because of its rarity or some factor(s) making it very vulnerable to extirpation from the state. (6 per 1,000)

2. Critically Imperiled or Imperiled plant species should never be picked, dug, seeds removed or shown in flower shows at anytime, even though they are not rare or endangered, recognizing that these plants will not survive transplanting.

3. That any plant not listed may be shown in flower shows, cut, dug or seeds collected with utmost care and concern, in accordance with #4 below; and only if locally abundant, such that the taking of the plants does not visually or ecologically impair the population.

4. That NONE of the flora on public property be dug, cut, plucked, pulled or taken or possessed in any manner; and that no plant on private property be dug, cut or seeds collected without the consent of the property owner.

109

5. Collecting or possessing wild plants or seeds must be authorized by a Letter of Authorization for Plant Collecting Permit by the Missouri Department of Conservation.

6. That no wild-collected native plants be purchased from nurseries for display or planting so that unethical collecting for commercial purposes will be discouraged.

7. That each district shall, with the advice of the FGCM Conservation Chairman, take whatever action it deems feasible to protect in specific areas, rare flora of limited range, including cooperation with the Missouri Native Plant Society and The Nature Conservancy, and in otherwise protecting its flora in its native habitat.

Adopted by the Federated Garden Clubs of Missouri, Inc. (FGCM) in 2010

CHAPTER X

GARDEN TOURS

Any Garden Club or Association/Council can give a Garden Tour. Garden Tours are organized for fun and fellowship, to enjoy the results of others' labors, for the educational value, to help promote civic beauty and/or to qualify for an award.

Several types of Garden Tours are possible. The most common tour has members visiting each others' gardens. In order to qualify for a blue or purple ribbon elective for club ratings, a minimum of five (5) gardens must be toured but need not be done in a single day. However, if a club wishes to apply for a Garden Tour Award, all gardens need to be toured during one day. If two or more clubs are jointly sponsoring a tour, a minimum of seven (7) gardens must be toured. Clubs may invite Landscape Design Consultants to give constructive comments and answer questions in each garden. They may or may not invite them to record comments in writing for each member's information. Landscape Design consultants may also be invited to point score the gardens, judging against perfection rather than competition, using the NGC Evaluation Forms. A list of Landscape Design Consultants is printed in *The Garden Forum* biennially.

If a Garden Club wishes to apply for a FGCM Award, it is necessary to notify the FGCM Garden Tour Chairman at least 30 days prior to the tour date. The application should contain a schedule of the tour and names and addresses of the Landscape Design Consultants who will be judging. Accredited Landscape

Design Consultants must be used as judges if at all possible. A list of these Consultants is published biennially in *The Garden Forum*. One Gardening Study Consultant may be substituted only if three Landscape Design Consultants are not available. The FGCM Garden Tour Chairman will then appoint one of the Consultants as the evaluator and will send her the proper forms. Consultant's evaluation scores will remain confidential and be forwarded to the Garden Tour Chairman. Non-member gardens may be included in the tour schedule, but the rule of five (5) members' gardens for one club and seven (7) members' gardens for two or more clubs is still valid in order to qualify for a FGCM Award.

After identifying the gardens to be toured, a printed schedule should be compiled giving the name of organization conducting the tour, the chairman's name and address, the date of the tour, each garden owner's name and address with designations for members, a map and a brief description of the function of each garden being toured. Arrange to have a club member drive consultants to each garden during the morning or the day before the tour date. A sign, prominently displayed, corresponding with the garden's number on the schedule and hostesses to greet the public is advisable at each garden. Refreshments served at one location are always a welcome addition to the tour.

A booklet entitled *All You Ever Wanted To Know About Garden Tours* is available from the Missouri Landscape Design Consultants Council.

FGCM SCALE OF POINTS FOR EVALUATING A GARDEN TOUR FOR FGCM AWARD

SCHEDULE (15%)

Schedule with Garden Description/Guide	5
Correct map showing Garden 1 thru 5 or 7	5
Logical progression from site to site	3
Refreshment Location	2

VARIETY (30%)

Types of gardens toured & design elements	10
---	----

Interesting or unusual plant material	10
Hardscape: Permanent structures as paths, patios, decks, and walls	10

AESTHETIC & MAINTENANCE (30%)

Elements & Design Principles Used (Line, form, texture, color, pattern/scale, balance dominance, rhythm, contrast, accent, unity, and proportion)	20
Absence of insect or disease damage	2
Plant and Hardscape grooming	8

112

HOSPITALITY (15%)

Garden number prominently displayed on mailbox or garden	5
Signs prominently displayed for locating	4
Hostess at each garden	3
Member participation/attendance	3

OVERALL IMPRESSION (10%)

<u>10</u>	
TOTAL	
100	

NGC SCALE OF POINTS FOR EVALUATING GARDENS

FIRST IMPRESSION 5

PURPOSE 5

Suitability of design to purpose (child’s play yard, vegetables, cut flowers, etc.)

DESIGN (45%)

A. Function Aspect
 1. Suitability to site 5
 2. Creation and utilization of space 15

B. Aesthetic Aspect
 1. Design Principles employed successfully 10
 Scale, Balance, Dominance, Rhythm Repetition, Contrast, Accent, Unity, Proportion.
 2. Design Elements applied successfully 10
 Line, Form, Texture, Color, Pattern
 3. Creativity, Originality and Distinction 5

IMPLEMENTATION (30%)

A. Materials and structures
 1. Suitability to purpose, site and design 15
 2. Perfection of details 5
 B. Plant Materials 10
 (Suitability to purpose, site and design)

113

MAINTENANCE (10%)

A. Incorporation of maintenance awareness 5
 Into design and selection of materials
 B. Current, sustained maintenance 5
 (Degree of perfection of plants, structures and surface materials)

FINAL IMPRESSION 5

TOTAL 100

Requirements for a Blue Ribbon Club

1. Fulfill the requirements for a Federated Garden Club:
 - a. study, in some aspects, the fine art of gardening;
 - b. have a minimum of eight (8) members;
 - c. pay District and FGCM dues;
 - d. subscribe to all other objectives of FGCM.
2. Club Treasurer shall mail to the FGCM Treasurer before November 1:
 - a. FGCM dues for next calendar year;
 - b. complete name and mailing address of each member, typed and in alphabetical order on original form supplied, with one copy.
 - c. indicate Club President and Treasurer for next calendar year with complete address and phone number;
 - d. indicate new members with a check mark.
 - e. include all club contributions with dues in one check. Identify projects and District on check or separate enclosure.
3. Club Treasurer shall pay District dues before November 1, for the next calendar year and include a copy of the FGCM-supplied roster form.
4. Club Treasurer shall send a third copy of the above roster form to the FGCM Membership Roster Chairman.

114

CHAPTER XI

BLUE AND PURPLE RIBBON RATINGS

Blue and Purple Ribbon Ratings are not awards, rather an acknowledgment of accomplishments of the club. These ratings are determined by the evaluation of the Club Presidents' Annual Report. This report form is received from the FGCM Club Ratings Chairman in the fall. The report must be completed and one copy returned to the District Director and one copy to the FGCM Club Ratings Chairman no later than February 1. On this report form, the club President reports the club activities of the year.

115

5. Club must possess current FGCM GARDEN CLUB MANUAL.
6. Club must possess current NGC HANDBOOK FOR FLOWER SHOWS.
7. Hold at least ten (10) meetings a year.

8. "Send delegate(s) to the District Annual Meeting **and/or** FGCM Annual Convention" For a **purple ribbon, both must be attended.**

9. Participate in 1 of the following:

a. Sponsor a showing of a minimum of five (5) member's gardens, with a majority of members participating; or sponsor jointly with another club, a showing of seven (7) members gardens with a majority of members participating. To be eligible for a FGCM Award, all gardens must be toured on the same day. See Garden Tours section.

b. Sponsor a Standard Flower Show with a majority of members participating; or sponsor jointly with other clubs a Standard Flower Show with a majority of members participating; or a majority of members participating in a specialty Flower Show, such as State Fair, Plant Society Show, etc.

c. Participate in an ongoing community service project with a majority of members participating. This could be a community garden, landscaping at a public building or park, etc. Project must include design, preparation of planting area, planting and maintenance of the project.

10. Have a project within the scope of FGCM's objectives. Examples: maintain club bird sanctuary, civic project, garden therapy, youth group, etc.

11. Club President must complete Club Presidents' Annual Report form and mail a copy of the District Director and the FGCM Club Ratings Chairman before February 1.

116

Requirements for a Purple Ribbon Club

1. Fulfill the requirements for a Blue Ribbon Club.

2. Participate in two (2) of three (3):

a. Sponsor a showing of a minimum of five (5) member's gardens, with a majority of members participating; or sponsor jointly with another club, a showing of seven (7) member's gardens with a majority of members participating.

To be eligible for a FGCM Award, all gardens must be toured on the same day. See Garden Tour section.

b. Sponsor a Standard Flower Show with a majority of members participating; or sponsor jointly with other clubs a Standard Flower Show with a majority of members participating; in a specialty Flower Show, such as State Fair, Plant Society Show, etc.

c. Participate in an ongoing community service project with a majority of members participating. This could be a community garden, landscaping at a public building or park, etc. Project must include design, preparation of planting area, planting and maintenance of the project

3. Add ten (10) of the following:

a. maintain club bird sanctuary.

b. be involved in a civic project, such as horticulture, landscape project, etc.

c. have a conservation project.

d. maintain Garden Center available to the public.

e. have a garden therapy project.

f. be involved in a litter control project or campaign.

g. have a regular educational newspaper article, a regular radio or television program and/or a website with gardening information.

h. have a butterfly garden.

i. sponsor youth-gardening activities on regular basis.

j. hold a flower design workshop

k. hold a horticulture workshop.

l. have an education tour.

m. have at least one member enrolled in a Flower Show School, Landscape Design Study Course, Gardening Study Course, Environmental Studies School or Symposium.

n. host FGCM Annual Convention or District Annual Meeting.

117

- o. send Yearbook to FGCM President, FGCM Club Programs Chairman, District Director and District Awards Chairman before February 1.
- p. award one or more Citations.
- q. organize and sponsor a Federated Garden Club or bring an existing club into FGCM.
- r. 20% of club membership but not less than five (5) members, subscribe to *The National Gardener*.
- s. majority of members purchase current *Vision of Beauty*, NGC's Flower Arrangement Engagement Calendar.
- t. present a FGCM Life Membership.

Club Treasurer shall include name of PROJECT and DISTRICT on checks for the following:

- u. secure an ad for *The Garden Forum*, making check payable to FGCM and send to the Advertising Manager of *The Garden Forum*.

ALL FUND CONTRIBUTIONS SENT TO FGCM TREASURER WITH DUES. Exception: Honor/Memorial Book Contributions Club contributions, minimum of \$5.00, to the following funds:

- v. ACTIVITY FUND: check payable to FGCM and send to FGCM Treasurer.
- w. BLUE STAR MEMORIAL RESTORATION FUND: check payable to FGCM and send to FGCM Treasurer.
- x. CONSERVATION, check payable to FGCM and send to FGCM Treasurer.
- y. DONNA LANTRY BLUE STAR MEMORIAL AWARD: check payable to FGCM and send to FGCM Treasurer.
- z. FGCM PRESIDENT'S PROJECT: check payable to FGCM and send to FGCM Treasurer.
- aa. HABITAT FOR HUMANITY: check payable to FGCM and send to FGCM Treasurer.
- bb. MISSOURI BOTANICAL GARDEN: check payable to FGCM and send to FGCM Treasurer.
- cc. NATIONAL GARDEN CLUB PERMANENT HOME AND ENDOWMENT FUND: check payable to FGCM and send to FGCM Treasurer.

dd NATIONAL PRESIDENT'S PROJECT: (Specific Project changes with each administration. check payable to FGCM and send to FGCM Treasurer.

ee. POWELL GARDENS/PRESIDENTS' ROW FUND: check payable to FGCM and send to FGCM Treasurer.

ff. ROADSIDE/WILDFLOWERS FUND: check payable to FGCM and send to FGCM Treasurer.

gg. SCHOLARSHIP FUND: check payable to FGCM and send to FGCM Treasurer.

hh. SMOKEY BEAR/WOODSY OWL POSTER CONTEST PRIZE: check payable to FGCM and send to FGCM Treasurer.

ii. SPRINGFIELD-GREENE COUNTY BOTANICAL CENTER check payable to FGCM and send to FGCM Treasurer.

jj. STATE FAIR GAZEBO/LANDSCAPE FUND: check payable to FGCM and send to FGCM Treasurer.

kk. WORLD GARDENING/DISASTER FUND: check payable to FGCM and send to FGCM Treasurer.

ll. YOUTH ESSAY AND POETRY PRIZE FUND: check payable to FGCM and send to FGCM Treasurer.

Club contributions, minimum of \$10.00, to the following fund:

mm. Honor/Memorial Book, check payable to FGCM and send to FGCM Honor/Memorial Book Chairman.

CHAPTER XII

AWARDS

ELIGIBILITY: Federated Garden Clubs or groups of clubs within FGCM are eligible to apply for FGCM awards. Youth Gardeners must be sponsored by a Senior Federated Garden Club or individual members of a Senior Federated Garden Club in order to be eligible for FGCM awards.

AWARD YEAR: Awards are given for work completed within the calendar year, January 1 to December 31.

APPLICATION: Applications for Awards **MUST** be made on the Application for FGCM Awards Form which appears in the Fall issue of *The Garden Forum* and on the Website and accompany the Book of Evidence of supporting data. When a club is applying for a Flower Show Award, advance application must be made to the FGCM Flower Show Chairman 30 days before the Show is staged in order to

arrange for a judges' evaluation of the show. When a club is applying for a Garden Tour Award, advance application must be made to the FGCM Garden Tours Chairman 30 days before the tour date in order to arrange for a judges' evaluation. All Books of Evidence are to be sent to the FGCM Awards Chairman before December 1 with the exception of Christmas Flower Shows which are to be sent before December 20. Yearbooks are sent to the District Awards Chairman before February 1.

YEARBOOK AWARDS: Yearbook Awards are offered at District, FGCM and National levels rewarding attention to both format and content. Recognition is given at the District Annual Meeting, the FGCM Annual Convention and the NGC Annual Convention. Yearbooks are sent to the District Awards Chairman before February 1.

PUBLICATION AWARDS: Publication Awards are offered at FGCM and National levels for club, multiple clubs, district

121

and FGCM publications. Entries should be sent to the FGCM Awards Chairman before December 1. Recognition is given at the FGCM Annual Convention and the NGC Annual Convention.

NATIONAL AWARDS: All National Award applications are made by the FGCM Awards Chairman. To be eligible for National competition, an application must comply with National requirements. Description of National Awards appears in the September-October issue of *The National Gardener* at the beginning of each administration (the odd-numbered year) with corrections and additions printed in the even year. Clubs interested in being eligible for a National Award shall study and comply with the

requirements published in these issues; NGC Awards are announced at the NGC Annual Convention.

FGCM AWARDS: FGCM awards are offered for Flower Shows and Projects which are judged by the FGCM Awards Committee from Books of Evidence received by the FGCM Awards Chairman from member clubs before December 1. **EXCEPTION:** Christmas Flower Show applications and Books of Evidence are to be received before December 20. Winning entries are forwarded by the FGCM Awards Chairman to the NGC Awards Chairman for National judging. FGCM Awards are announced during the FGCM Annual Convention and published annually. Awards include cash where applicable and first (blue), second (red), third (yellow) and honorable mention (white) ribbons, when merited. Cash awards to two or more clubs will be divided equally.

SPECIAL AWARDS: Special Awards are offered by the FGCM, Central Region, and National. These require special application rules and deadline dates with rules being found in the September/October Issue of *The National Gardener* and the Summer and Fall issues of *The Garden Forum*.

YOUTH AWARDS: Youth Garden Groups are eligible to apply for Project Awards in competition with Senior Clubs. Other Youth Awards are listed later in this Chapter.

122

FGCM AWARD OF HONOR

Honor our FGCM members, whose volunteer efforts, during a period of five or more year, have made outstanding-contribution(s) to club and community in one or more of the following areas: **Conservation, Design, Garden Therapy, Horticulture, Landscape Design, Youth Activities, All-Around Excellence.**

Any member of a FGCM Garden club who has never served as a member of NGC Board of Directors, including FGCM Presidents, is eligible for this award

SEND BOOK OF EVIDENCE TO YOUR FGCM AWARD OF HONOR CHAIRMAN. It should not exceed 6 pages, typed and secured in a folder with no loose pages.

Include the following:

1. A short typed description of nominee's accomplishments.
2. Title page to include:
 - a. The names of your State Federation and Region.
 - b. The area(s) of nominee's outstanding contributions(s); phone number of nominee.
- c. Name, complete mailing address and phone number of nominee.
 - d. Name (s) of nominee's garden club(s).
 - e. Sponsoring club including club president's name, mailing address and signature.
3. Supporting information to include:
 - a. Maximum two page outline listing accomplishments of nominee (include offices and chairmanships held.
 - b. A picture of nominee (minimum 3 x 5 – prefer 5 x 7 reproduction quality). Name of the nominee with mailing address MUST be on the back – to prevent damage use an adhesive label. Place picture in a self addressed mailing envelope.

DEADLINE: December 20 to FGCM Award of Honor Chairman.

YEARBOOKS

Yearbooks for the current year must be received by the District Awards Chairman before February 1 and must be accompanied by a

completed copy of the Application for FGCM Awards. Yearbooks are judged in each district under the direction of the District Awards Chairman who forwards the appropriate yearbooks to the FGCM Awards Chairman before March 1. The FGCM Awards Chairman forwards qualifying yearbooks to the NGC Awards Chairman before January 15 the following year.

SENIOR YEARBOOKS are judged at both District and FGCM levels according to the following categories:

1. Clubs or 12 or fewer members
2. Clubs of 13-15 members
3. Clubs of 16-20 members
4. Clubs of 21-24 members
5. Clubs of 25-44 members
6. Clubs of 45 or more members
7. Councils/Associations composed of 2 or more clubs.

District Awards Chairman shall submit yearbooks scoring 95 or above to the FGCM Awards Chairman for FGCM competition. First (blue), second (red), third (yellow), and honorable mention (white) will be awarded, if merited. The number of yearbooks which may be submitted shall be based on District club membership as follows.

Districts composed of 1-10 clubs	2 Yearbooks
Districts composed of 11-15 clubs	3 Yearbooks
Districts composed of 16-25 clubs	4 Yearbooks
Districts composed of 26-50 clubs	5 Yearbooks
Districts composed of 51 or more clubs	6 Yearbooks

**SCALE OF POINTS FOR EVALUATING SENIOR
YEARBOOKS
(Revised 2007)**

- FORMAT** **15 Points**
- A. Book Structure **3 points**
1. Practical, convenient size (1), durable (1), neat (1)
- B. Arrangements of contents
1. Cover **2 points**
 Name of club (1), town, state, year (1) (design optional)
 if permanent binder cover is used, substitute with paper
 cover and include required information on cover and so
 note.
2. Title page **2 points**
 Name of club, town, state and year (1), number of
 members, affiliated organization (district, state, region,
 NGC, others) (1)
3. Subsequent pages (any order most useful to members)
 6 points
 Club officers (1/2); club membership roster with
 complete mailing address and telephone numbers (1);
 names and addresses of NGC President (1/2); Central
 Region Director, State President (1), State Treasurer,
 District Director, District Awards Chairman, Council
 President (if any) (1); Calendar of Events (1)
4. Choose a minimum of 2 of the following: **2 points**
 by-laws, budget, fundraising, roll call,
 NGC/Regional/FGCM themes, if used, should be
 evident throughout the book (2)

- PROGRAMS** (judged upon quality and balance of programs)
50 points
- Study on variety of NGC Goals and Objectives such as:
 Birds, Blue Star Memorials, Butterflies, Civic
 Achievement, Conservation, Environment, Flower Shows, Floral
 Design, Historic Preservation, Horticulture Therapy,
 Landscape Design, Legislation, Litter Control, Roadside
 Beautification, US & World Gardens, Wildflowers, World
 Gardening, Youth, etc.

- A. Club Meetings
1. At least 10 meetings a year (3) **3 points**
 8 to 9 meetings a year (2)
 7 meetings a year (1)
2. Date (1), location/address (1), time of meeting (1)
 3 points
3. Speaker's name (1) qualifications (brief) (2) program
 title (1)
 4 points
4. Programs, workshops, tours furthering NGC goals
 Objectives (20). Give brief word description (lecture,
 slides, demonstration, hands-on workshop (20)
 40 points

- PROJECTS** (judged upon scope of projects) **35 points**
 Projects involve actual membership participation that benefits the
 community and further NGC goals & objectives (does not
 include fund-raising or social activities)
- B. 1. List Continuing (8) and New Participating Projects (7)
 15 points
2. Give brief word description of projects (5) **10 points**
 Who benefits (1), location (1), how community benefits (1),
 how members are expected to participate (1) chairman (1),
 etc.
3. List donations (6) amount & to whom (4), **10 points**
 May include in-kind donations, sale of FGCM /NGC
 products: Vision of Beauty, FGCM cookbooks, etc.

TOTAL POINTS 100 Points

PUBLICATION AWARDS

Ribbons will be awarded for publications by districts, councils and/or garden clubs in categories of editorial content. Example: cookbooks, manuals, handbooks, histories, newsletters, etc. Excluded: notices and flyers relative to one-time events. Send publication with application form to FGCM Awards Chairman.

SCALE OF POINTS FOR EVALUATING PUBLICATIONS

General character: informative and/or educational value	40 Points
Style and appearance	40 Points
Readability	20 Points

TOTAL 100 Points

PREPARING A BOOK OF EVIDENCE

A Book of Evidence is the compilation of facts and information related to a Project or a Flower Show.

GENERAL INSTRUCTION

1. Construction of book should present an accurate picture of the Project or Show. Data should be brief, neat and concise. Material should be attached securely to pages. (For Project Award: A maximum of 3 page limit, using only front of the page) (EXCEPTION: Flower Show Achievement Awards Book of Evidence and Publicity Pressbook, Book of Evidence have no page limit.)
2. One completed application form (Fall issue of THE GARDEN FORUM) should be attached to the front of the Book of Evidence with a paper clip for easy removal..
3. All script must be typed – Use double or 1 ½ spacing.
4. Be BRIEF AND CONCISE! Organize your evidence in a logical manner.
5. Anyone applying for an award that may be submitted to NGC should contact the FGCM Flower Show Chairman for the proper Flower Show application form and the FGCM Awards Chairman for the proper Projects application form.

SPECIFIC INSTRUCTIONS - FLOWER SHOWS

1. Requirements of Preparing a Book of Evidence for Flower Show Achievement Award – refer to *Handbook for Flower Shows, current edition.* for detailed information

- a. Use a theme or amophile folder. Attach envelope to inside back cover for Schedule and Evaluation Forms. Maximum of 10 pages (20 surfaces front & back) within. Use clear protective page, except for State Application Form.
- b. The title page should start down three (3) inches and should include the name of State Garden Club, name of applicant (Club, Council, District, or State) with complete address (President or Director)., total membership at the time of the show, number of members exhibiting in the show, number of non-members exhibiting in the show and a brief description of the show.
- c. Content required for the Book of Evidence, see Handbook for Flower Shows, current Edition.
Including:
 1. Title page,
 2. Table of Contents,
 3. Description of Show (300 words or less),
 4. Show data (on form provided by State Flower Show Chairman,
 5. Schedule (One copy only – in envelope inside back cover).
 6. Photographs (theme staging, Top Exhibitor Award, winning exhibits, all pictures labeled with descriptions).
 7. Publicity (pre- and post-show),
 8. Distinction (evidence of creative staging, unity and special features), and
 9. Conformance to requirements and sequential order.

For an NGC Award you are encouraged to compile the Book of Evidence for Flower Show Achievement Award and save in PDF format, then put on a CD/DVD. Any format such as Power Point, Publisher, Word, etc. may be used as long as it is saved in PDF format. Label should be placed on CD/DVD. Place CD/DVD along with a copy of the Flower Show Schedule, the Awards Application Form Sheets, and Evaluations in an envelope. Submit entry to your State Awards Chairman.

128

SPECIFIC INSTRUCTIONS - PROJECTS

SCALE OF POINTS FOR ALL NGC AWARDS: (exceptions: Promotions, Publications, Yearbooks, Flower Show Achievement Award, Publicity Press Books, Website as noted).

Presentation: 5 pts. – neat, concise, includes all required information on the NGC Awards Application Form (3 sheets allowed, front only) or Book of Evidence, if required.

Achievement: 65 pts. – scope of project; need and fulfillment; benefit; accomplishment; comprehensiveness of work; activities to attain goals; evaluation of goals reached; educational; prior planning; very brief history if continuing project; financial report other.

Participation: 15 pts. – size of club; involvement of members, community, government agencies, professionals, youth, residents in facilities, others. (Not all of these have to be involved.)

Record or documentation: 15 pts. – supporting data (as applicable), clear, well-labeled and neatly attached before & after photographs if applicable, landscape plan (does not have to be professionally drawn), financial report, (both income & expense), letters of appreciation, community awards, newspaper/magazine articles (if possible), radio or TC script (if possible), etc.

Photocopies are permitted.

TOTAL: 100 points.

Be sure to attach an FGCM Award Application and an NGC Award Application if you want it to be considered at NGC and you will need to fill it out as part of your 3 pages.

SPECIFIC INSTRUCTIONS - PUBLICITY PRESSBOOK

1. Book: Unlimited amount of numbered pages in a solid-colored 8 1/2" x 11" or 9" x 12" folder with holes. Attach clippings securely. Neatness is very important.
2. Label: firmly affixed to front cover (lightweight folder with clippings). Must include category (Small: 29 and under members,

129

Medium: 30-99 member, Large: 100 members and over), name of garden club, city, state, region and name/address of person submitting press book. Districts, councils and garden centers: list name, location and state.

3. Contents: Must consist of only actual newspaper, magazine, newsletter or any printed publication "clippings" with the name and date of publication over each article. Affix contents in chronological order beginning January 1 and ending December 31. Each published item must contain the name of the garden club, district, council, garden center and/or individual(s) identified as a garden club member and/or member of the district, council and/or garden center. Underline first use of the club's name, district, council and/or garden center's name in the article.

4. News articles: Should be well written to include WHO, WHAT, WHEN, WHERE, WHY.

5. Press books will be returned if stamped, self-addressed envelope is included with the entry.

READ ALL NGC AWARD RULES IN SEPTEMBER/OCTOBER ISSUE, *THE NATIONAL GARDENER*.

130

FGCM STANDARD FLOWER SHOW AWARDS

AWARDS FOR ONE CLUB

F-1 KASSIE SMILEY FLOWER SHOW: \$25.00 may be awarded annually for a Flower Show sponsored by one club of 26 or more members

F-2 LENDA LEBECK FLOWER SHOW: \$25.00 may be awarded annually for a Flower Show sponsored by one club of 25 members or less.

F-3 OAKCREST GARDEN CLUB FLOWER SHOW: \$25.00 may be awarded annually to a club sponsoring a Small Standard Flower Show. The Book of Evidence submitted should have one page only describing the show, a copy of the schedule and no more

than three pages of picture. The Small Standard Flower Show is not eligible for National Awards. To apply for this award, the show must be evaluated by the panel of judges.

F-4 SOPHIE CONNOR STANDARD FLOWER SHOW AWARD: \$25.00 maybe awarded annually for a flower show sponsored by one club with 15 or fewer members.

F-5 BETTY HARDIN FLOWER SHOW: \$50.00 may be awarded annually TO ONE CLUB FOR A Standard Flower Show held in a public building

F-6 EVELYN KROEPEL FLOWER SHOW: \$50.00 may be awarded annually for a Spring Flower Show.

131

AWARDS FOR ONE OR MORE CLUBS

F-7 KAY SCHAEFER CREATIVE FLOWER SHOW: \$35.00 may be awarded annually to one or more clubs sponsoring a Flower Show exhibiting outstanding creativity in scheduling, design and/or staging.

F-8 IRENE SHADE MEMORIAL FLOWER SHOW: \$50.00 shared equally, may be awarded annually for a Flower Show sponsored by two or more clubs. Presented by Jimmie Meinhardt.

F-9 JOAN HOOD FLOWER SHOW: \$50.00 may be awarded annually for a Flower Show sponsored by an association or council composed of nor less than five (5) clubs.

F-10 THE EXHIBITORS FLOWER SHOW: \$50.00 may be awarded annually for a Flower Show sponsored by two or more clubs.

F-11 CLAUDIA CHOPP STANDARD FLOWER SHOW AWARD: \$50.00 may be awarded annually to two (2) clubs jointly sponsoring a flower show.

F-12 JUDY SHEETS DISTRICT FLOWER SHOW: \$50.00 may be awarded annually for a District Flower Show sponsored by one District.

F-13 CHEERFUL TILLERS GARDEN CLUB PATRIOTIC FLOWER SHOW: \$25.00 may be awarded annually for a Patriotic Flower Show sponsored by one or more clubs. The flag of the United States of America shall be correctly and conspicuously displayed.

F-14 ST. LOUIS COUNTY GARDEN CLUB SMALL STANDARD FLOWER SHOW AWARD: \$50.00 may be awarded annually for a Small Standard Flower Show sponsored by one or more clubs.

F-15 BETTY MCKINNEY FLOWER SHOW: \$25.00 may be awarded annually to one or more clubs for a Standard Flower Show held in a public building.

**FGCM PROJECT AWARDS
AWARDS FOR ONE CLUB**

P-1 GEORGIA VENTLING GARDEN TOUR: \$25.00 may be awarded annually for a Garden Tour sponsored by one club. Tour shall consist of no less than five (5) gardens toured in one day. **ADVANCE NOTICE REQUIRED.** SEE CHAPTER X, GARDEN TOURS. Presented by Marshfield Garden Club.

P-2 THEKLA NEUNER MEMORIAL CIVIC PROJECT: \$50.00 may be awarded annually for a civic project, such as civic improvement, community beautification or any other project for public benefit sponsored by one club. Presented by Eleanor Langemach.

P-3 ELEANOR LANGEMACH CONSERVATION: \$25.00 may be awarded annually for a project which promotes all phases of ecology, conservation of soil, wildlife, water or plants, sponsored by one club.

P-4 GILBERT AND ELLA PENNEWILL HORTICULTURE STUDY AWARD: \$50.00 May be awarded annually to one club showing evidence of conducting the best horticulture study. *(This award is in recognition of Ella Pennewill, one of the founding members and Past President's of the Garden Appreciation Club of Greater St. Louis. Past President of Federated Garden Clubs of Missouri, a National and State Life member and a Nationally Accredited Master Judge)* Presented by Garden Appreciation Club of Greater St. Louis.

P-5 JARDIN DU LAC GARDEN CLUB LANDSCAPE DESIGN: \$25.00 may be awarded annually for a completed landscape design project sponsored by one club.

P-6 JEAN ROSEMAN GARDEN THERAPY: \$25.00 may be awarded annually for a project sponsored by one club whereby handicapped persons in one or more institutions have received noteworthy benefit.

P-7 RAYTOWN GARDEN CLUB HORTICULTURE:

\$50.00 may be awarded annually to one or more clubs participating in an extensive planting project of continuing benefit to the community.

P-8 PHYLLIS ANN SHADE MEMORIAL AWARD FOR YOUTH EDUCATION: \$50.00 may be awarded annually to a senior club for the most outstanding service toward the promotion of gardening among youth (Grade levels 1 through 8). Presented by son Jim Shade.

P-9 WILMA STORTZ SPECIAL ACHIEVEMENT: \$50.00 may be awarded annually for outstanding activity, project for club improvement or any accomplishment not included in above awards sponsored by one club.

P-10 JOYCE LEWIS GARDEN CENTERS

- A. \$50.00 may be award annually to a garden center maintained by one club which, in proportion to size, has performed the greatest service to the community.
- B. \$50.00 may be awarded annually to a garden center maintained by one club which in proportion to size has had the greatest influence on the children of the community.

P-11 MISSOURI ENVIRONMENTAL COUNCIL AWARD:

\$25.00 may be awarded annually to one club

- A. In which over 50% of its members plant a Missouri Native plant or plants in each of their gardens. Must list native plants used.

134

- B. In which over 50% Missouri native plants are planted in a Club Beautification Project. Must list native plants used.

P-12 MEHLVILLE GARDEN CLUB CIVIC BEAUTIFICATION: \$25.00 may be awarded annually to one club for a civic project making permanent improvements for public benefit. Applications should include before and after pictures and be completed in year of application, but may have been started in previous year.

P-13 JUNE M. KUMMER MISSOURI BIRD PROGRAM:

\$100.00 may be awarded annually to one club for overall excellence in a year's program on birds, although it does not have to be 100% inclusion of their monthly programs. This could include a study of Missouri birds and their characteristics, habits, economic or aesthetic value; study of plants native to Missouri that are useful to birds; study of conditions and practices used to protect our bird life or other studies to fulfill the goals of this award.

P-14 JOHN HOOD MEMORIAL AWARD FOR

PRESERVATION OF BEAUTY: \$50.00 may be awarded annually to one or more clubs for the completion of a historic preservation project such as the restoration of a park, a building and/or garden of importance to the heritage of a particular locality. Presented by Joan Hood.

AWARDS FOR ONE OR MORE CLUBS

P-15 JIMMIE J. MEINHARDT BLUE STAR MEMORIAL

LANDSCAPE AWARD: \$50.00 first place and \$25.00 second place may be awarded annually to a member garden club or group of member garden clubs for the most outstanding completed landscaping project around a Blue Star Highway Memorial Marker, a Memorial Marker or a By-way Marker. This now-completed project may have been continuous, but must stress the landscaping of the marker completed within the current award year. Should this landscaping project be completely destroyed, the new landscaping project may be eligible for this award again. The marker and landscaping may be part of a highway department rest area maintained by the department.

135

SCALE OF POINTS

Design, fitness, suitability, beauty

25

Plant material: low maintenance, suitability	25
Fulfillment of purpose	25
Maintenance	<u>25</u>
TOTAL	100

P-16 MINNIE RUBENSTEIN PROTECTION OF BIRDS AWARD: \$30.00 may be awarded annually to one or more clubs for conducting the most comprehensive and effective program of activities for bird protection and welfare such as establishing sanctuaries, furnishing food, homes and promoting law enforcement relative to bird welfare. (Presented by daughter Nancy Sivak, Sullivan Garden Club)

P-17 EDNA RUTH FISCHER GARDEN TOUR AWARD: \$100.00 may be awarded annually for a Garden Tour sponsored by an Association, Council or group of clubs. Tour shall consist of no less than seven (7) gardens. All judging panels must have three (3) judges. Two (2) must be accredited Landscape Design Consultants, and one (1) may be an accredited Gardening Study Consultant.

P-18 MAISIE KEESER CIVIC PROJECT: \$50.00 may be awarded annually for a civic project, such as civic improvement, community beautification or any other project for public benefit.

P-19 EDNA RUTH FISCHER ROADSIDE IMPROVEMENT: \$25.00 may be awarded annually to two or more clubs for outstanding Roadside Improvement. The adoption and accomplishment of a program for permanent roadside beautification shall be the basis of this award. Such a program may be continuous yet shall have reached an advanced degree of completion prior to making application for the award. A program for roadside development which includes a long range plan and/or the cooperative abolishment of roadside dumping grounds, billboards, auto-wrecking yards, unsightly conditions of roadside refreshment stands, etc. may constitute acceptable achievement.

P-20 RITA ORR GREENING OF AMERICA AWARD: \$25.00 may be awarded annually to one or more clubs sponsoring the most innovative environmental ideas. The idea could make a difference in our natural resources and help preserve our planet.

P-21 WEBSTER GROVES ASSOCIATION PROJECT: \$50.00 may be awarded annually to a garden club, association/council or group of garden clubs for an outstanding, unusual completed project that exemplifies the objectives of FGCM and is worthy of state recognition.

P-22 SUE REED ENVIRONMENTAL EDUCATION AWARD: \$50.00 may be awarded annually for over-all excellence and well-balanced year's conservation programs and activities. Yearbooks may be included in application.

P-23 MARLENE WHITEMAN GARDEN TOUR: \$75.00 may be awarded annually for a Garden Tour sponsored by one (1) club. Tour shall consist of five (5) members gardens toured in one day. See Chapter X GARDEN TOURS, pages 97-99 in Garden Manual.

P-24 MISSOURI LANDSCAPE DESIGN COUNCIL AWARD: \$200.00 may be awarded annually to a club with a Civic landscape project. A detailed landscape plan and cost estimates are required. The landscaping must be at least one quarter completed before applying for this award and must be completed within 2 years. Given by the Missouri Landscape Design Council.

P-25 JACKIE REYNOLDS BEAUTIFICATION AWARD: \$100.00 May be awarded annually to a garden club or District making permanent improvements for public benefit. Before and after pictures should accompany the book of evidence

P-26 DOTTIE WARREN FGCM OBJECTIVES AWARD: \$50.00 may be awarded annually for a garden related civic project in relation to conservation, beautification or roadside improvements (see manual page 15 for FGCM objectives).

P-27 HOE AND HOPE GARDEN CLUB HABITAT FOR HUMANITY LANDSCAPING AWARD: \$25.00 may be awarded annually to one club that successfully landscapes a Habitat for Humanity Project

P-28. SHARON PARSONS HORTICULTURE WORKSHOP: \$35.00 may be awarded annually to a club which sponsors one or more horticulture workshops in which members learn how to cut and

groom specimens to exhibit in a Standard Flower Show.. Requires a Book of Evidence

P-29 MAXINE CLINGAN LITTER CONTROL AWARD: \$50.00 may be awarded annually to a club showing the most successful litter control activity, stressing Community involvement.

P-30 DONNA LANTRY BLUE STAR MEMORIAL AWARD: This award is made yearly to the first club that has their application approved by the FGCM Blue Star Chairman, The FGCM State President and the NGC Blue Star Chairman for the installation of a Blue Star Marker. This award is \$100 for a memorial or highway marker. One award shall be made in a calendar year. The funds are to allocated from the Donna Lantry Memorial Fund until it is depleted. Effective 2010

SPECIAL AWARDS

S-1 MEMBERS OF THE MISSOURI BOTANICAL GARDEN: Determined from State Chairman's report. District having the highest average contribution per club, based on contributions to the "Members of the Garden Fund". No application necessary for this award.

S-2 MEMBERS OF POWELL GARDENS: Determined from State Chairman's report. District having the highest average contribution per club, based on contributions to the "Members of the Garden Fund". No application necessary for this award.

S-3 JEAN ROSEMAN MEMBERSHIP: Determined from State Membership Chairman's records. \$25.00 may be awarded annually to one club for an increase in its own membership, and/or bringing a club into The Federation. No application necessary for this award.

S-4 FGCM GARDEN CLUB OF THE YEAR: \$50.00 and a traveling plaque award will be awarded annually to the club which has excelled in performing best the most objectives of the FGCM. Performance, not contribution, shall count. The winner shall be

determined from the Club Presidents' Annual Report by the Club Ratings Committee. A club may not win this award in consecutive years. No application necessary for this award.

S-5 MARY ANN MEADOR PUBLICITY PRESSBOOK: \$25.00 may be awarded annually to pressbook of clippings of garden club activities in each of the following categories:

- A. Clubs composed of 8-29 members
- B. Clubs composed of 30-99 members
- C. Clubs composed of 100 or more members

S-6 ELEANOR LANGEMACH PUBLICITY: \$25.00 may be awarded annually to a garden club for any outstanding publicity coverage promoting garden club activities.

S-7 MAE JEAN NOTHSTINE PROGRAM: \$50.00 may be awarded annually to the club judged to have the most innovative programming. To be determined from yearbooks submitted to the FGCM Club Programs Chairman. No application necessary for this award.

S-8 FGCM AWARD OF HONOR: A gift not to exceed \$100.00 may be awarded annually by the FGCM to the person chosen to receive the FGCM Award of Honor,

S-9 SPRINGFIELD-GREENE COUNTY BOTANICAL CENTER: Determined from State Chairman's report. District having the highest average contribution per club, based on contributions to the "Friends of Nathanael Greene". No application necessary for this award.

S-10 STATE PRESIDENT'S AWARD: \$50.00 may be awarded from the State Treasury at the close of an administration to the club whose programs and/or projects most closely promote the current FGCM President's theme. The winner shall be determined by the FGCM Club Programs Committee for presentation at the Annual convention in odd-numbered years. No application necessary for this award.

YOUTH AWARDS

PREPARING A BOOK OF EVIDENCE: All general rules for constructing a Book of Evidence apply to Youth Gardeners. The age span and grades of participating groups must be included. The sponsoring club's yearbook which describes youth activity must be included.

139

J-1 EAST CENTRAL DISTRICT YOUTH SPECIAL ACHIEVEMENT AWARD: \$50.00 may be awarded annually to a Youth Garden Group for work accomplished in a specific area, such as birds, flower design, garden therapy, nature study or any other project related to garden club objectives. Grades 1 through 12. Presented by ECD Director

J-2 NORTH CENTRAL DISTRICT YOUTH HORTICULTURE AWARD: \$25.00 may be awarded annually to a Youth Garden Group for outstanding horticultural activity. Grades pre-school through 9.

J-3 CENTRAL DISTRICT YOUTH ENVIRONMENTAL CONCERN AWARD: \$25.00 may be awarded annually to a Youth Garden Group for outstanding environmental concern activity. Grades preschool through 12.

YOUTH CONTESTS

YOUTH POSTER CONTEST: An annual poster contest is held for grades one through five and special education students grades one through five promoting Smokey Bear and Woodsy Owl conservation practices. Current contest rules are published in the fall issues of *The National Gardener*, *The Garden Forum* and the *FGCM Website*.

GENERAL RULES

1. Posters must use Smokey Bear in the picture and be based on the theme "Only You Can Prevent Forest Fires".
2. Posters must use Woodsy Owl in the picture and be based on

the theme "Give a Hoot, Don't Pollute"

3. Posters are to be completed by individual artists.
4. Posters will be judged 20% each for slogan, artwork, originality, design and overall effectiveness of message.
5. Size of poster: 12" x 18".
6. Materials used: crayons, markers, poster paints, water colors, etc.
7. Posters should be one dimensional.

140

8. The artists name, home address, grade and school must be printed on the lower right corner of the back of the poster. Do not use dark marker for this, it may show through.

YOUTH ESSAY AND POETRY CONTEST: An annual essay contest is held for grades nine through twelve and poetry contest Kindergarten through ninth grade with rules and annual subject requirements appearing in the summer/fall issues of *The National Gardener* and *The Garden Forum*.

Other poster and poetry competitions are held at the National level for youth. Check Summer and Fall issues of *The Garden Forum* and July/August and September/October issues of *The National Gardener* for contest rules.

GLOSSARY

Activity: a specific deed, action, function or sphere of action. It may be a single function whose direct purpose is to further one or more of NGC's objectives without being involved in a specific project, or a major undertaking such as a field trip to a botanical garden in pursuit of the objective of advancing the study of horticulture. It is also the means for accomplishing accepted projects undertaken for the purpose of fulfilling one or more of NGC's objectives, such as preparing suet ball bird feeders for the winter season planned as part of the project to provide backyard bird sanctuaries, fulfilling the objective of aiding in the protection and conservation of natural resources.

Activity Fund is used for FGCM-sponsored activities by vote of the FGCM Board of Directors or Convention in session such as seed money for FGCM projects and, if needed, prize money for the Smokey

Bear/Woodsy Owl Poster Contests and High School Poetry and Essay Contests. Money in this fund comes from club contributions to the Activity Fund and the seventy-five per cent surplus convention money.

Bird Sanctuary provides food (commercial feed and natural), nesting sites (bird houses or natural habitat sites), protection (trees, shrubs or woodland) and moisture. A club sanctuary may be located on public or private property and must be maintained by 51% of the club members. An individual sanctuary is maintained by one member and is located on her/his property. Registration forms can be obtained from the District Bird Chairman.

Bluebird Trail must have a minimum of four nesting boxes spaced 300 feet apart and 4-6 feet off the ground facing the nearest trees or shrubs. A club bluebird trail may be located on private or public property and must be maintained by a minimum of 51% of the club members. An individual bluebird trail is maintained by one member and is located on her/his property. Registration forms can be obtained from the District Bird Chairman.

Blue Star Memorial Project of NGC is a tribute to all those who have served, are serving or will serve in the United States Armed Forces. **Blue Star Memorial Highway markers** are

143

permitted in roadside parks along US Highways and other sites agreeable to and in cooperation with State Highway Departments, the Federal Bureau of Public Highways and the American Association of State Highway Officials. **Blue Star Memorial markers** are permitted on grounds of National Cemeteries and Veterans Administration Medical Centers. **Blue Star By-Way Memorial markers** are smaller than the other markers and are erected on secondary roads or areas needing beautification.

Citation of Commendations: a certificate given to commercial or industrial firms, organizations, public institutions or an individual in recognition for landscaping and beautifying an area for the enjoyment of the public or for meritorious service for community betterment.

Conservation/Forestry contributions are dispersed at the end of each administration for a project approved by the FGCM Board of Directors that is related to conservation/forestry.

Continuing Project: a project which continues on from year to year such as maintaining a memorial garden, a bluebird trail, a bird sanctuary, etc.

Educational Tour: a tour taken by a local garden club(s) for educational purposes (nurseries, botanical gardens, greenhouses, parks, etc.).

Federation Day, Missouri State Fair, Sedalia, MO: the day (Wednesday following the opening of the Fair) reserved for the Missouri Federated Garden Clubs to enter design exhibits in a Standard Flower Show held in the Floriculture Building. At least 51% of a club's members participating will fulfill flower show requirement for blue/purple ribbon rating. State Fair books containing the flower show schedule may be obtained online by going to www.missouristatefair.org and downloading the Floriculture Section.

144

Garden Center: a public location (library, waiting room, civic center, park with labeled horticulture, shop, etc.) where club members and the public have access to garden information, i.e. reference books, magazines, bulletins, labeled plants, and/or current seed or nursery catalogs.

Garden Therapy Project: any single unit of gardening activity conducted with or for handicapped persons.

Historical Trail markers are of two sizes: (a) large ones at points of origin and state crossings, to be erected only by member clubs of NGC and (b) smaller ones at points along the trail upon which individual donors' names may be inscribed.

Member Services: a department of NGC located in the Headquarters building which provides publications, jewelry, books, programs (videos and slides) and awards. Catalogs are sent to each club president.

Missouri Botanical Garden contributions are collectively sent to the Botanical Garden located in St. Louis, and placed in their general fund.

National Garden Clubs Permanent Home and Endowment Fund is sent to NGC for the beautification and maintenance of the Headquarters building and grounds. A \$10.00 contribution to the fund may have the name of the donor placed in one of the Honor Books (Parade of Garden Club Presidents, Book of Appreciation or Book of Remembrance).

New Project: a project which is new or a new phase of a continuing project such as an addition to a garden already being maintained.

Powell Gardens/Presidents' Row Fund will be used for maintenance of the allée, Presidents' Row, at Powell Gardens near Kansas City which honors the Past Presidents of FGCM.

Program: a planned schedule for the procedure and conduct of a club or District meeting, including business agenda, speaker and/or entertainment.

145

Project: a large or major undertaking accepted by the membership for the purpose of furthering one or more NGC objectives. It may involve considerable money, personnel and equipment, possibly in cooperation with other civic groups. It is accomplished through related activities such as fund raising, publicity, organizing work schedules, enlisting outside help, etc.

Roadsides/Wildflowers contributions are dispersed at the end of each administration for a project(s) pertaining to roadside beautification and/or wildflower and native plantings approved by the FGCM Board of Directors.

Scholarship Fund is used to provide scholarships to deserving college students. Money for this fund comes from club contributions, Life Memberships, Honor/Memorial Book contributions and interest from a Certificate of Deposit held by The Federation for this purpose.

Special Schools Fund shall be used to advance seed money to the sponsoring groups and to pay to the sponsoring group seventy-five per cent of any deficits acquired at the conclusion of a Symposium and/or School Series. Money in this fund shall come from the twenty-five percent surplus at the conclusion of Flower Show Schools, Landscape Design Courses, Gardening Study courses, Environmental Schools and Symposiums.

Springfield-Greene County Botanical Center contributions are collectively sent to the Botanical Center located in Springfield, and placed in their Friends of Nathanael Greene Fund.

State Fair Gazebo/Landscape Fund consists of contributions from local clubs for maintenance of the FGCM gazebo located on the State Fair Grounds, Sedalia, MO, and the landscaping around it.

Workshop: members participating in the program (learning by doing) such as making designs, preparing horticulture for exhibiting, crafting, etc., with the supervision of a knowledgeable leader.

146

World Gardening/Disaster Fund is made up of contributions from local clubs for distribution to approved projects related to gardening in the Global Area. These may include emergency calls approved by the FGCM Board of Directors with disbursements completed at the end of each administration.

INDEX

<p>Activity.....143</p> <p>Activity Fund.....40, 88, 118, 143</p> <p>Addresses.....79</p> <p>Advisory Council.....30, 32, 62</p> <p>Agenda (Model)</p> <p style="padding-left: 20px;">District Annual Meeting.....82</p> <p style="padding-left: 20px;">Garden Club Meeting.....81</p> <p>Arbor</p> <p>Day.....15, 92</p> <p>Associations/Councils.....19, 20, 60</p> <p>Auditing Chairman.....38, 40, 45</p> <p>Award of Honor.....44, 92, 123</p> <p>Awards</p>	<p>Application form.....121</p> <p>Calendar.....88, 89</p> <p>Chairman.....38, 42, 43</p> <p>Committee.....44,60</p> <p>Flower Show.....99-100,116-117, 121</p> <p>Garden Tour...111-114, 127, 129</p> <p>FGCM.....121-141</p> <p>NGC.....7-8, 121-122</p> <p>Project.....129-130, 133-135</p> <p>Publications.....126-127</p> <p>Publicity Pressbook.....129-130</p> <p>Special.....122, 138-139</p> <p>Yearbook.....121, 124-126</p> <p>Youth.....122, 139-141</p> <p>Birds, Chairman.....38, 46</p> <p>Bluebird Trail.....92, 143</p> <p>Sanctuary.....92, 116, 143</p> <p>Blue Ribbon Club.....115--116</p> <p>Blue Star Memorial Projects</p> <p style="padding-left: 20px;">Chairman.....38, 46</p>	<p>Markers.....143-144</p> <p>Board of Directors Meetings</p> <p style="padding-left: 20px;">District.....18, 63, 64</p> <p style="padding-left: 20px;">State.19, 21, 30, 33, 36, 38, 87</p> <p>Board of Directors</p> <p style="padding-left: 20px;">District.....18, 63-67</p> <p style="padding-left: 20px;">State.....33, 36, 38-40, 42, 91</p> <p>Book of Evidence.....91, 127</p> <p>Flower Show.....93, 127-128</p> <p>Project.....93, 129</p> <p>Pressbook.....91, 92,129-130</p> <p>Special Awards.....93</p> <p>Books/ Member Services</p> <p style="padding-left: 20px;">Chairman.....38, 47</p> <p>Budget</p> <p style="padding-left: 20px;">Chairman.....25, 38, 44</p> <p style="padding-left: 20px;">Committee.....38, 39, 44, 47</p> <p>Bylaws, FGCM.....17-36</p> <p style="padding-left: 20px;">Amendments.....35-36</p> <p>Calendar</p> <p>Awards.....91-93</p> <p>State.....91-93</p> <p>Central Region</p>	<p>Organization.....9-11</p> <p>Director.....10-11, 43</p> <p>Fee.....20</p> <p>Rules of Procedure.....10</p> <p style="padding-left: 20px;">Chairmen, FGCM.....33-45, 60</p> <p>Addresses.....87</p> <p>Guidelines.....42-43</p> <p>Special Committees.....30-31</p> <p>Standing Committees.....21, 30,31, 44</p> <p>Citation.....47, 90-91,118, 144</p> <p style="padding-left: 20px;">Chairman.....38, 47, 90-91</p> <p>Club Presidents' Annual Report Forms.....40, 72, 88, 115</p> <p>Club Programs</p> <p style="padding-left: 20px;">Chairman.....38, 47, 91</p> <p>Club Ratings</p> <p style="padding-left: 20px;">Blue Ribbon.....44, 115</p> <p style="padding-left: 20px;">Chairman.....38, 47, 91</p> <p style="padding-left: 20px;">Committee.....38, 44, 47</p> <p style="padding-left: 20px;">Purple Ribbon.....47-48, 117</p>
---	---	---	---

Committees, FGCM	District Officers.....18, 63-67	FGCM.....19, 20, 89, 115	Insignia..... .13
Nominating.....21, 27-28, 33, 44,63, 69	Addresses.....97	Garden Club.....19, 89, 115	Objectives.....17
Standing.....44	Assistant Director.....18, 63-67	NGC.....19, 89, 115	Scholarships.....14, 33-34
Conservation/Forestry	Awards Chairman.....91-93, 121	Youth	Standing Rules.....37-41
Chairman.....30, 48	Director.....18, 27, 30, 37, 63-67	Gardeners.....19	FGCM
Fund.....83, 88, 117,14491-93	Educational Tour.....117, 144	Officers.....20-27
Contributions.....19, 87-89	Treasurer.....63, 65, 91-93	Energy Awareness	Addresses.....87
Conventions, FGCM	Districts.....18, 26, 63-67	Chairman.38,49	Corresponding Secretary...21, 26
Annual.14, 29-30,42, 91-93, 117	Annual Meeting.....19,21, 63, 66	Environmental31, 38-39
Chairman.....38, 41, 48	Annual Meeting (Model).....80-83	Awareness/Schools	Duties.....21-27
Committee.....23	Chairmen.....63-65	Chairman.....38, 49	Editor, <i>The Garden Forum</i> ...21
Coordinator.....48	Board of Directors.....66	Consultant.....97-9825-28, 37-38, 40, 43, 45
Credentials	Board of Directors Meeting.....66	School.....7, 41, 49, 97-98, 117	Election of.....21, 28-29
Chairman.....30	Bylaws.....24, 63	Environmental Council.....49, 60	Eligibility.....20, 21
Host	Bylaws (Model).....77-80	Ernest & Lillian Swanson Trust	First Vice President.....23, 20-.....21,,30-32, 44
Rotation.....30	Executive Committee.....66	Scholarship.....14, 33-34, 58	Parliamentarian.....21, 26, 28, 31
Registration	Map.....	Committee.....24, 33, 44, 58	President.....11, 15, 18, 20-23
Chairman.....30	...68	Executive Committee.....21, 30-3227-28,, 29, 30-31
Corporate Seal.....22, 37	Dues.....18-20, 89, 92	Federated Garden Clubs of MO. Inc.34, 38-39, 40, 91-93
Delegates	District.....19, 89, 115	Bylaws.....17-36	President-Elect.....23
District Annual Meeting...66, 116		Calendar.....91-93	
FGCM Convention..29-30, 82,116		History.....	
Dissolution.....35		...13	

Recording
 Secretary..20,24,30,31
 Second Vice-President.....20-21,
23-24, 29-31, 34, 38,44, 56
 Term of Office.....28-29
 Third Vice-President.....20-21,
24, 38, 57
 Treasurer.....20, 22, 24-28, 29
31-32, 40-44, 63, 92-93
 Fees.....1
 9, 20
 Fiscal Year.....35
 Flower Shows.....99-110
 Awards.....89, 108, 121-128
 Chairman.....38, 45, 49, 54
90, 100
 Judges.....38, 50, 61, 95, 99-100
 Standard.....50, 99-100
 Flower Show School/Symposium
 Chairman.....38, 49, 50
 Committee.....39, 49, 50
 School.....7, 38, 50, 95, 117
 Symposium....38, 50, 95-96, 117
 Garden Center.....117, 145
 Chairman.....38, 50

Garden Club.....81-82
 Business Meeting Agenda..74-75
 Bylaws.....77-79
 Bylaws (Model).....77-80
 President.....65, 67, 71-72
73-75, 87, 89, 97-98
 Treasurer.....72-73, 97-98
 Dues.....17-18, 37, 72-73, 89
 Installation of Officers.....73-75
 New Club.....16-17, 69-73, 90
 Presidents; Annual Report Form.
43, 66, 91-93,115-119
 Requirements.18, 69-70, 115-119
 GARDEN CLUB MANUAL.....
18, 69, 91, 115
Garden Forum, The....30, 34-37,
39, 50-51
 Article for.....21-22, 25, 26
-27, 32, 81, 83-84
 Advertising.....50-51, 81, 100
 Assistant Editor.....45

Circulation.....22, 25, 37, 46, 51
 Deadline.....64, 81, 92-93
 Editor.....21, 2, 28, 38, 40, 43-50
 Staff.....37, 50-51
 Subscriptions.....19, 37-38, 90
 Garden Therapy
 Chairman.....38, 51
 Project.....117, 145
 Garden Tours.....111-114, 116
 Awards.....111-112, 114
 Chairman.....38, 51, 42-43, 111
 Scale of Points.....112-114
 Gardening Study/School
 Chairman.....38, 51
 Consultant.....38, 51, 96
 Gardening Consultants Council
38, 51, 53, 61, 96
 School.....7, 38, 51, 96-97, 117
 Historian.....3
 8, 52
 Historic Preservation & Trails
 Chairman.....38, 52
 Trail markers.....145
 Honor/Memorial Book
 Chairman.....38, 52

Contribution.....34, 42, 44, 52,

 119
 Honorary Groups.....62
 Horticulture Chairman.....38, 52
 Hospitality
 Chairman.....38, 44, 53
 Committee.....44, 53
 Installations.....7
 3-75
 Judges
 Council.....53
 Chairman.....38, 49, 61
 Landscape Design/Schools
 Chairman.....38, 53
 Landscape Council.....53, 61, 97
 Consultants.....38, 53, 97, 111
 School.....7, 41-42, 53, 97
 Legislation
 Chairman.....38, 54
 Life Members.....16, 19, 54
 Life Membership, FGCM.....16, 19
62, 90, 118
 Chairman.....38, 44, 54
 Contribution.....34, 42
 Member Services.....38, 46, 91

.....14	Fund.....6, 118,	Committee.....23,	Purple Ribbon Club.....117-
5	145	44	119
Membership	History/Objectives.....	Parliamentary Authority...35, 77,	Resolutions Chairman.....38,
Chairman.....22, 38, 54,	3-5	79	57
64	Life Memberships.....7, 54,	Parliamentary Procedure..26,	Roadsides/Wildflowers
Non-	90	79,80	Chairman.....38,
voting.....19	Member Services.....8, 91,	Personnel Chairman.,... 38, 44,	57
Voting.....18-19,	145	56 Powell Gardens/Presidents'	Fund.....57, 88, 121-122, 146
29-30	Scholarships.....	Row	<i>Robert's Rule of Order Newly</i>
Missouri Botanical Garden	...7	Chairman.....38,	<i>Revised</i>35,
Chairman.....38,	Schools.....7, 95-	56	77
55	98	Fund.....56, 88, 118,	Scale of Points
Contribution.....55 88, 118, 145	<i>National Gardener, The</i>3, 5,	145	Garden Tours.....112-
Missouri7, 55, 99,	Presidents'	114
State	118	Row.....13, 41	Publications
Bird.....16	Chairman.....38,	Program.....127
State Flower.....13-	55	..146	Senior Yearbook.....125-
16	National Garden	Project.....14	126
State	Week.....15	3-146	
Tree.....16	National President's Project	Continuing.....	
Missouri Wildflower	Contribution.....	144	Scholarships
Resolution...119	New.....	Application/forms.....58, 92-
.....100-	Nominating Committee...21, 27-	145	93
110	28	Projects & Exhibits	Chairman..... 38,
National44, 56,	Chairman.....	41
Headquarters.....5	6338,	Committee.....24, 33-
Address.....5,	Chairman.....27,	56	34
79	56	Protocol Chairman.....38,44, 52, 57-
Chairman.....38,	Duties.....	57	58
55	.56	Public Relations Chairman...38,	Ernest & Lillian Swanson Trust
Contribution.....41, 88, 118,	Eligibility.....	5714, 34,
145	...27	Publication	58
National Garden Clubs,	Organization Study	Award.....91	FGCM.....14, 42, 44,
Inc.....3-8	Chairman.....23, 38, 44,121-122,	119
Awards.....7, 121-	55	126-127	Fund.....14, 33, 88, 42, 146
122		Publicity Pressbook.....91, 129-	Special.....14, 33-35, 42, 146
Contests.....		130	Virginia Thomas.....14,
.8			58
Permanent Home & Endowment			

Seminars.....
 ...98
 Special Schools Fund....41-42,
 146
 Sponsored Groups.....19,
 62
 Springfield-Greene County
 Botanical
 Garden.....58

Contribution.....
 .88

 119,145
 State Board Meeting
 Chairman.....38, 40, 42-
 43
 State Fair.....14, 58, 92,
 144
 Chairman.....38,
 58

Exhibits.....
 ...14
 Federation Day.....14, 92,
 144
 Gazebo.....15,
 58
 State Fair Gazebo/Landscape
 Chairman.....38,
 58
 Fund.....88,
 119
 State President's Award
 Fund....88
 State President's Project

Contribution.....
 .88
 Stationery
 FGCM.....39

Subsidiary
 Groups.....60-61
 Sunshine
 Fund.....38
 Supplies, Source of.....82-
 83
 Symposia.....41-42, 49, 96,
 117
Visions of Beauty.....83,
 99
 Ways and Means
 Chairman.....38, 59,
 91
 Workshop.....98, 117,
 146
 World Gardening
 Chairman.....38,
 59
 Contribution.....59, 88, 118,
 147

Yearbook, Senior.....91,
 118
 Awards.....121, 124-
 126
 Scale of Points.....125-
 126

Youth
 Activities Chairman.....38,
 59
 Contests.....8, 59-60, 140-
 141
 Groups.....19, 61-
 62
 Youth/High School Essay/Poetry
 Chairman.....38, 59-
 60

Contest.....8, 59-60, 140-
 141
 Chairman.....38, 59-
 60
 Fund.....88,
 118
 Youth Smokey Bear/Woodsy Owl
 Chairman.....38,
 60
 Poster Contest.....8, 60, 89, 93
140-
 141
 Prize Fund.....89, 140-
 141