

# DFGC STANDING RULES

Adopted July 1993  
Revised November 15, 1993  
Revised June 18, 2003  
Revised October 21, 2009  
Revised May 15, 2013  
Revised March 23, 2018

These Standing Rules shall not be in conflict with Delaware Federation of Garden Clubs (DFGC) Bylaws and may be amended at any regular or special meeting of the DFGC Board of Directors by a two-thirds vote with previous notice or a majority vote of the entire membership.

1. All members of the Board of Directors are expected to attend all DFGC Board meetings and General meetings and to participate in the decision-making process. They should subscribe to The National Gardener.
2. All Officers and Committee Chairmen shall have a working knowledge of DFGC Bylaws and Standing Rules and comply with all requirements therein.
3. Officers and Chairmen shall be aware of the DFGC Annual Budget, shall keep an accurate account of expenditures and limit expenditures to no more than is approved in the Annual Budget or in the Annual Budget as amended. They should submit itemized bills and receipts with Request for Reimbursement form to the Treasurer for review and payment.
4. Approval of the DFGC Board of Directors must be obtained for reimbursement of expenses for Officers and members of the Board of Directors not included in the DFGC Annual Budget or Annual Budget as amended.
5. Member organizations, with the exception of the Delaware Judges Council (DJC), shall pay annual dues of \$10.00 per member payable May 1. They are delinquent by June 30. New members joining between January 1 and April 30 shall pay prorated dues of one-half the current annual dues per new member.
6. Affiliate organizations shall pay annual dues of \$25.00 payable May 1. They are delinquent by June 30.
7. Funds collected for a one-time specific function or project, approved by the DFGC Board of Directors, shall be sent to the DFGC Treasurer and recorded. The DFGC Treasurer shall give an accounting of funds to the Membership and project sponsors/donors as requested. Upon completion or discontinuation of the specific function or project any remaining funds may be reallocated subject to approval by the DFGC Board of Directors.
8. Duplicating and postage costs will be reimbursed for the DFGC Officers for all official correspondence upon presentation of itemized bills and receipts with Request for Reimbursement form.

9. Officers and Chairmen should keep their files current and pass them on to their successors immediately.

10. The DFGC logo is to be used only on stationery and on publications authorized by the DFGC President.

Information for Hostess Clubs for DFGC meetings:

11. Hostess clubs are responsible for:

- a. Assigning a member who will serve as Registrar.
- b. Providing name tags.
- c. Manning the Registration Table at the meeting.
- d. Providing table decorations that may be sold or disposed of in any way the club sees fit.
- e. Providing funding for all necessary hostess materials and table decorations.
- f. Counting the luncheon receipts and giving the money, no later than the day of the luncheon, to the DFGC Treasurer, who is responsible for paying the facility bill.
- g. Luncheon reservations must be paid by check in advance. Paid luncheon reservations that are not canceled through the Registrar prior to the facility deadline will not be refunded. It is the responsibility of the person making the reservation to find another person to use the luncheon reservation in such cases.
- h. DFGC will not be responsible for any unauthorized expenses.

12. Minutes, Newsletter and notices may be sent by electronic communications and/or postal mail.

13. The Membership list, the Presidents list of members and the DFGC Board of Directors list will not be released for any commercial use. Use of these lists by a non-profit organization requires approval by the Board of Directors. Unauthorized use of lists may result in termination of membership and/or legal action.

14. A National Garden Club, Inc. (NGC) Life membership will be presented by DFGC to the incoming President prior to installation at the April Meeting in odd-numbered years, provided the incoming President is not already a NGC Life Member.

15. A Central Atlantic Region (CAR-SGC) Life Membership will be presented by DFGC to the DFGC incoming President prior to installation at the annual meeting in odd-number years, provided the incoming President is not already a CAR-SGC Life Member.

16. A DFGC Life Membership will be presented by DFGC to the DFGC incoming President prior to installation at the Annual Meeting in odd-numbered years, provided the incoming President is not already a DFGC Life Member.

17. All Standing Committee Chairmen shall be a member of the DFGC Board of Directors and are expected to attend the DFGC General Meetings and DFGC Board Meetings.

18. All Committee Chairmen are responsible for the preparation of any necessary information for publicity releases coordinated by the DFGC Publicity Chairman.

19. All Committee Chairmen may be asked to submit an article for the Newsletter or the Website during each administration.

20. The DFGC shall provide an annual contribution to the CAR-SGC as determined by CAR-SGC Executive Committee and approved by the DFGC Board of Directors. A floral design and a monetary donation and/or gift item will be provided to the CAR-SGC Conference each year when requested. An educational exhibit will be supplied when requested.

21. Officers shall be elected for a term of two (2) years or until their successors are elected. Provided there is an elected successor, no officer shall serve more than one (1) term in the same office except for the Recording Secretary and the Treasurer, who may serve no more than three (3) consecutive terms.

22. All Committee Chairmen and Committee members are appointed for the term of the President. They may continue by reappointment or until their successors are appointed.

## OFFICERS – DUTIES

### Duties of President

1. Have a working knowledge of the Bylaws and Standing Rules of DFGC, CAR-SGC and NGC. Become familiar with current edition of Robert's Rules of Order Newly Revised on Parliamentary Procedure.
2. Assume the office after the Installation Meeting in odd numbered years.
3. Preside at all meetings of the DFGC and prepare an Agenda with a copy for the Recording Secretary and Parliamentarian for each meeting.
4. Appoint committee chairmen and external organization representatives. Appoint CAR-SGC Conference Chairman when hosting the Regional Conference with the approval of the DFGC Board. Be a member, ex officio, of all committees except the Nominating, Review, and CAR-SGC Conference Committees.
5. Appoint a Parliamentarian to assist on points of Parliamentary procedures as requested
6. Perform all duties that pertain to the office and serve as official representative of DFGC.
7. Be well informed about the aims and objectives of DFGC, CAR-SGC and NGC. Implement the directives of NGC and CAR-SGC by presenting them to the Board of Directors and DFGC for action.

8. Serve as a member of the NGC Board of Directors and the CAR-SGC Executive Committee. Attend the NGC Annual Convention, Fall Board Meeting, and the CAR-SGC Conference.
9. At least once during the administration, the President should invite the CAR-SGC Director and the NGC President to attend a DFGC meeting.
10. Call DFGC Board of Directors meetings in accordance with DFGC Bylaws.
11. Call Executive Committee meetings when necessary.
12. Give a report of the term's activities at the DFGC Biennial Meeting.
13. Write a message for each issue of the Newsletter.
14. List expenses such as postage, DFGC telephone calls, duplicating and other expenses on the Request for Reimbursement form and submit with receipts to the Treasurer for payment.
15. The DFGC President will be reimbursed for travel, meals, lodging and registration for the NGC Conventions, NGC Fall Board Meetings and the CAR-SGC Conferences to the extent provided in the Annual Budget or Annual Budget as amended.
16. NGC Convention registration fees will be offered to the DFGC immediate Former President in odd numbered years to the extent provided in the Annual Budget or Annual Budget as amended. Should the immediate Former President attend the Convention, the Former President shall give the DFGC reports and accept the Awards. The newly installed President shall be the official representative of DFGC.
17. Sign checks in the absence of the Treasurer.
18. With the approval of the Executive Committee appoint a Review Committee for the Treasurer's books.
19. Inform member organizations of dates when reports are due and supply necessary forms.
20. Distribute the Award of Excellence criteria to DFGC Club Presidents.
21. Assist DFGC Presidents by attending club meetings, special club functions, installing officers, presenting special club programs, or meeting with small groups of DFGC Presidents at their request.
22. Answer all correspondence promptly.
23. Serve on the Board of Directors of Delaware Center for Horticulture (DCH) or appoint an alternate DFGC Board member as a DFGC Representative.

24. The DFGC President shall pass on to the next President the DFGC President's Pin and the gavel at the close of the Installation Meeting in odd-numbered years.

25. Transfer to successor all available records, brief successor and give assistance as needed.

26. Upon termination of office, become Advisor to the President for the next 2 years.

#### Duties of First Vice-President

1. Assist the President, and, in the President's absence or disability, perform the duties of that office, succeeding to it for the remainder of the term in case of vacancy.

2. Serve as President Elect of DFGC and assume additional duties of that office, if prescribed by the President, upon installation.

3. Arrange for the programs including acquiring signed speakers' contracts for the DFGC meetings. Copies of signed contracts should be sent to the President, Second Vice President and Treasure. Cooperate with the Second Vice President on physical facilities, number of people at the head table, projectors, screens, microphones, etc.

4. Keep a file of all program ideas, possible speakers, and all correspondence.

5. Provide a list of dates for all DFGC meetings for distribution to Officers and Presidents of member organizations. Include location and speaker.

6. Provide detailed meeting information about the program/speaker for each issue of the Newsletter and for posting on the Website.

7. Arrange with the Treasurer, before the program, for payment of the contracted speakers. If speakers at DFGC meetings do not charge a fee, a gift will be presented to them or a donation made to an organization of their choice at the discretion of the Executive Board.

8. Send a written note of appreciation on DFGC stationery to the speaker after the program has been presented.

9. Send a biennial report to the President at least one month prior to the Installation Meeting in odd-numbered years.

10. Request donations from Board members for a gift to be presented to the outgoing President at the March Board meeting.

11. Attend all DFGC and Board meetings and represent DFGC when requested by the President.

12. Serve as a member of the Awards, Scholarship and Finance Committees.

13. Transfer to successor all available records and give assistance as needed.

#### Duties of Second Vice-President

1. Serve as hospitality chairman.
2. Arrange for hostess club, then determine a location, physical facility, and menu for each DFGC meeting in cooperation with the First Vice President, through June of odd-numbered years.
3. Inform the hostess club of the responsibilities for the meeting arrangements and follow up on these arrangements. Prepare and send information sheet to the hostess club.
4. Arrange with the Treasurer for payment of the luncheon and/or other hospitality expenses for the DFGC meetings.
5. Determine a location, physical facility and menu for each DFGC membership meeting in cooperation with First Vice President through June of odd numbered years. Arrange for Hostess Club. Arrange for location and hospitality for Board meetings unless the President chooses to have this responsibility.
6. Attend all DFGC General meetings and Board meetings and represent DFGC when requested by the President.
7. Provide detailed meeting information for each issue of the Newsletter including date, time, place, program, cost, reservation deadline, name of hostess club and name, address and phone number of the Registrar.
8. Transfer to successor all available records and give assistance as needed.

#### Duties of Recording Secretary

1. Attend all DFGC General, Board and Executive Committee meetings and keep accurate minutes of the meetings.
2. Be responsible for the Attendance Sheet for recording representatives of member organizations present at business meetings.
3. Within 2 weeks after meetings, have a draft copy of the minutes copied and distributed as listed below either by electronic communication or postal mail:
  - a. DFGC general meeting minutes to all Board members and Presidents of member organizations,
  - b. Board of Directors meetings to all Board members, and
  - c. Executive Committee meetings to Executive Committee members.

4. Within 3 weeks after meetings, provide corrected copy of the minutes by either electronic communications or postal mail:

- a. DFGC general meeting minutes to all Board members and Presidents of member organizations,
- b. Board of Directors meetings to all Board members, and
- c. Executive Committee meetings to Executive Committee members.

5. Transfer to successor all available records and give assistance as needed.

#### Duties of Corresponding Secretary

1. Handle all communication requested by the President or other officers.
2. Send names of DFGC Chairmen to corresponding CAR-SGC Regional Representatives as soon as available.
3. Send correspondence and other notices by electronic communication and/or postal mail.
4. Responsible for the distribution of written information to officers and DFGC Member Presidents at Federation meetings, presently referred to as “The Boxes”.
5. Insert information, handouts, etc. from officers and member organizations into member organization folders in “The Boxes” during DFGC meetings.
6. Mail out any information or flyers, etc., not on the website or available in the newsletter, remaining in “the Boxes” after the meeting to DFGC Member Presidents by the end of week after DFGC meetings.
7. Keep attendance record of all DFGC members present at DFGC meetings. Determine from this record the recipients of the annual Attendance Awards and advise the Awards Chairman by May 15.
8. Keep copies of all correspondence.
9. Transfer to successor all available records and give assistance as needed.

#### Duties of Treasurer

1. Collect, receive and deposit in DFGC account(s) all monies due DFGC.
2. Submit authorized signatures of the DFGC President and Treasurer to the bank handling the DFGC account with only one signature required for withdrawal.
3. Serve as a member of the Finance Committee.

4. Keep a proper set of books.
5. Send annual dues notice to each member organization.
6. Upon receipt of dues and membership listing:
  - a. Send membership listing to Newsletter and Website Chairman.
  - b. Send all NGC dues to NGC Headquarters and applicable CAR-SGC fees as requested to the CAR-SGC Treasurer.
7. Promptly pay all bills and other budgeted expenditures when properly verified or with receipts and Request for Reimbursement form signed by Committee Chairmen.
8. Present a written report, including accounting of budgeted items, at each meeting, and an annual report.
9. Monitor financial report information with DFGC Assistant Treasurer, that may be appointed by the Executive Committee, and provide a consolidated financial report at each DFGC General Meeting and Board meeting.
10. Complete and file proper annual Federal Income Tax Forms as required by IRS in a timely fashion.
11. Within 30 days following the Installation Meeting, prepare the Treasurer's books for review.
12. Transfer to successor all available records and give assistance as needed.
13. In January of each year, the Treasurer shall send a letter to the Trust Department at Wilmington Trust Company requesting a grant from the Eliason Downs Perpetual Charitable Trust during the coming year, to be sent to the DFGC Treasurer at the DFGC P.O. Box. Treasurer will send a Thank You to the Trust Department upon receipt of the grant.
14. Apply for any other monetary grants available.
15. The Treasurer will be the custodian of the DFGC Former Presidents' pin. A Former Presidents' pin will be presented by the newly installed President to the Former President at the Installation Meeting of the new President.

#### Duties of the Parliamentarian

1. Parliamentarian will assist on points of Parliamentary procedures as requested by the President.
2. Fulfill all required duties as outlined in the current version of Robert's Rules of Order Newly Revised.



3. The Parliamentarian is expected to attend all DFGC General Meetings, Board of Directors Meetings, Executive Committee Meetings and Finance Committee Meetings
4. Have a thorough knowledge of DFGC Bylaws, Standing Rules and the current Robert's Rules of Order, Newly Revised.
5. Meet with the President and First Vice President for a review of parliamentary procedure at the beginning of each new administration.
6. Encourage the practice of good parliamentary procedure by members through workshops, meetings, the DFGC Newsletter and DFGC website.
7. Keep Bylaws and Standing Rules current and distribute to DFGC Board members. Review DFGC Bylaws and Standing Rules and propose amendments to the Executive Committee when necessary. Submit proposed amendments to DFGC Board as provided therein. Provide a copy of all current Bylaws and Standing Rules for the Website.
8. Encourage any DFGC member to submit proposed DFGC Bylaws and Standing Rule amendments to the DFGC President.
9. Transfer to successor all available records and give assistance as needed.

#### Duties of Advisor (Immediate Former President)

1. Advise and assist the new President.
2. Provide all necessary background information on pending matters.
3. Advise new President regarding personnel.
4. Serve as a member of the Executive Committee, the Board of Directors and the Finance Committee.

### ELECTED COMMITTEES

#### Nominating Committee

The Nominating Committee shall consist of a Chairman and two members, one of whom should be a former DFGC President. All nominating committee members should have DFGC board experience. The Committee shall be selected by the previous Nominating Committee and elected at the same time the officers are elected.

Purpose: To propose nominees for next administration.

Duties:

1. Meet at the call of the Chairman and obtain the nominees for:
  - First Vice President/President Elect
  - Second Vice President
  - Corresponding Secretary
  - Recording Secretary
  - Treasurer
  - Nominating Committee Members
2. Chairman will confer with the President elect on the proposed slate prior to nomination announcements at DFGC meeting.
3. Report at the DFGC November meeting in even numbered years.
4. Publish slate of nominees in the Newsletter and on the Website.
5. Prepare the ballots for elections, if necessary.
6. Propose candidates for any vacancies in office other than President and notify the membership.
7. Propose candidates who are eligible for the NGC Nominating Committee and CAR-SGC Director according to CAR-SGC rotation policies.

## STANDING COMMITTEES

All Committee Chairmen are responsible for the preparation of any necessary information for publicity releases coordinated by the DFGC Publicity Chairman and should submit one article in the Newsletter and provide Committee updates to the Website Chairman during each administration.

All Committee Chairmen are responsible for written reports and assisting in developing a committee related workshop as requested by the President.

The Chairman of each Standing Committee shall be appointed by the DFGC President. The DFGC President is an ex-officio member of all Standing Committees and must be notified by the Committee Chairman of all Committee meetings and activities.

## Awards

The Awards Committee shall consist of the Awards Chairman, First Vice President, immediate former Awards Chairman, one or more members appointed by the current Chairman, and the DFGC President as an ex-officio member.

Purpose: To encourage clubs to apply for awards from NGC, CAR-SGC and DFGC. To acquaint clubs with the various types of awards available.

Duties:

1. Be fully versed on the requirements for NGC awards, CAR-SGC awards and DFGC awards. Be familiar with award submission timelines and provide support in preparing applications on the state, regional and national levels.
2. Stimulate interest in awards and encourage clubs to apply by publicizing award requirements and filing dates through workshops, meetings, Newsletter and Website.
3. Reply promptly to all correspondence.
4. Provide award application forms to clubs along with list of dates telling when awards are due to be submitted.
5. Call meeting of Awards Committee to judge all applications for NGC, CAR-SGC and DFGC awards.
6. Send qualifying applications to NGC and/or CAR-SGC Awards Chairmen by designated date.
7. Prepare awards and present at the June meeting. Publicize winners in the Newsletter and Website.
8. Prepare a final report each year and keep a notebook of pertinent information.
9. Transfer all available records to successor and give assistance as needed.

#### Club Programs

The Club Programs Committee shall consist of the Chairman, one or more members appointed by the current Chairman as required and the DFGC President as an ex-officio member.

Purpose: To provide resources that encourage interesting and diversified programs for clubs.

Duties:

1. Research available websites and other appropriate organizations for potential speakers and keep an updated file of programs and speakers available for clubs.
2. Request recommended speaker/program information from Presidents of member organizations, add new speakers and program ideas to updated file and delete those not satisfactory or no longer available.

3. Annually publish and distribute to member clubs an up-to-date listing of speakers and program ideas. This listing should include speaker's name, address, phone number, cost of program, title of program and other necessary information. The complete list should be published in January of even numbered years. A supplement may be published in odd numbered years as required

4. Transfer to successor all available records and offer assistance as needed

#### Environmental/Conservation/Legislation (ECL)

The ECL Committee shall consist of the Chairman, one or more members appointed by the current Chairman as required and the DFGC President as an ex-officio member.

Purpose: To stimulate interest in all aspects of environmental and conservation issues and keep DFGC members informed of pending legislation affecting such issues. These may include any or all of the following: natural resources, natural areas and the wildlife therein, energy, wildflowers and native plants, pollution, litter control, water and air quality, reclamation and recycling.

#### Duties:

1. Develop an awareness of conservation and environmental issues and encourage club participation in related projects.
2. Maintain a file of conservation materials and sources of information.
3. Promote constructive legislation when deemed necessary; subject to DFGC Board approval.
4. Cooperate with other organizations in promoting good environmental programs and legislation.
5. Be in contact with state and national legislators and attend hearings when necessary.
6. Publicize all activities and encourage garden club members and member organizations to act on their own.
7. Prepare a biennial report with a copy for DFGC, CAR-SGC and file.
8. Transfer to successor all available records and give assistance as needed.

#### Finance

The Finance Committee shall consist of the Chairman, the First Vice President, Treasurer, Parliamentarian, Fundraising Chairman, the immediate Former President and the DFGC President as an ex-officio member.

Purpose: To prepare the Annual Budget, consider written proposals for additional expenditures and submit Annual Budget amendments if required.

Duties:

1. Submit the authorized signatures of the DFGC President and two members of the committee for access to the DFGC Investment Account. Any two of the three should be authorized to sign for withdrawal.
2. Prepare an annual budget for the DFGC and amended annual budgets as may be required.
3. The budget should include:
  - a. Estimated receipts including all anticipated income from dues, interest, fund raising projects, donations and grants.
  - b. Estimated disbursements including all anticipated expenses for dues, officers, committee chairmen, meetings, contributions, projects, promotions and hospitality.
  - c. Estimated year-end balance sheet with anticipated net assets and liabilities.
4. Submit the budget in written form for discussion and recommendation at the first Board of Directors meeting of each fiscal year. The budget will then be presented for approval at the next general meeting.
5. Consider proposals throughout the year and make recommendations to the Board for investments and additional expenditures that may be proposed as amendments to the annual budget.
6. The Finance Chairman may assist the DFGC Treasurer in applying for grants.
7. Transfer to successor all available records and give assistance as needed.

Fundraising

The Fundraising Committee shall consist of the Chairman, one or more members appointed by the current Chairman as required and the DFGC President as an ex-officio member.

Purpose: To coordinate and promote fundraising projects for the DFGC.

Duties:

1. Propose, for approval by the DFGC Board, projects that will raise funds for the DFGC.
2. The Chairman shall serve as a member of the Finance Committee.
3. The DFGC Fundraising Chairman will be in charge of all DFGC member organization sales at the state meetings or special fund raisers with the exception of the sale of club table decorations. Profit from member organization sales at state meetings or special fund raisers will be split 60% to the participating member organization and 40% to DFGC.

4. The DFGC Fundraising Chairman will be responsible for all licensed vendor sales and submission of sales contracts for DFGC Board approval. All licensed vendors must have signed approved contracts to participate in fundraising events. The contract will state if the licensed vendor is to pay table fees or a predetermined profit from vendor sales.

5. The DFGC Fundraising Chairman will be responsible for securing the necessary profit split forms and the DFGC portion of the sales profit. The sales profit and profit split forms will be turned over to the DFGC Treasurer no later than the day of the lunch or fundraising event by the Fundraising Chairman.

6. Encourage and coordinate clubs and members to participate in DFGC fundraising events and sales at DFGC meetings.

7. Keep a file of ideas and encourage clubs to sponsor projects to benefit the DFGC.

8. Keep an accurate account of expenses and income. Submit monies received to DFGC Treasurer on the day of the event.

9. Prepare an annual report with a copy for DFGC, the Finance Chairman and the file.

10. Transfer to successor all available records and give assistance as needed.

#### Garden Therapy

The Garden Therapy Committee shall consist of the Chairman, one or more members appointed by the Chairman as required and the DFGC President as an ex-officio member.

Purpose: To stimulate interest in garden related activities and service to aid the physically challenged toward recovery and rehabilitation.

#### Duties:

1. Be familiar with the NGC Garden Therapy Manual.

2. Promote activities involving the physically challenged in which they actively participate.

3. Encourage clubs to become involved in Garden Therapy.

4. Encourage clubs to apply for NGC, CAR-SGC and DFGC awards.

5. Prepare a biennial report with a copy for DFGC, CAR-SGC and the file.

6. Transfer to successor all available records and give assistance as needed.

#### Historian

The Historian Committee shall consist of the Chairman, one or more members appointed by the Chairman as required and the DFGC President as an ex-officio member.

Purpose: To keep records of all important projects and activities of DFGC.

Duties:

1. Keep a record of DFGC activities.
2. Keep copies of Newsletter, minutes and all publicity where DFGC is mentioned.
3. Prepare a draft DFGC history and submit to the DFGC President for review by January 15 of odd numbered years.
4. Finalize DFGC history and distribute: one for the DFGC President, one for CAR-SGC, two for NGC and one for the file. (Due February 1st in odd numbered years.)
5. Transfer to successor all available records and give assistance as needed.

Horticulture

The Horticulture Committee shall consist of the Chairman, one or more members appointed by the current Chairman as required and the DFGC President as an ex-officio member.

Purpose: To stimulate interest in horticulture.

Duties:

1. Provide pertinent horticultural information for posting to the DFGC website. Report to members on timely horticultural subjects on the DFGC website, in the DFGC Newsletter, and at DFGC membership meetings, if requested by the President.
2. Prepare and present a horticultural informational display at the DFGC general membership meeting, if requested by the President.
3. Encourage clubs to have programs devoted to certain phases of horticulture and encourage the exchange of information about speakers and subjects.
4. Encourage gardening with emphasis on the culture of plants and how they improve our environment.
5. Serve on Scholarship Committee.
6. Prepare a biennial report for DFGC, CAR-SGC and the file.

7. Transfer to successor all available records and give assistance as needed.

## Membership

The Membership Committee shall consist of the Chairman, one or more members appointed by the current Chairman as required and the DFGC President as an ex-officio member.

Purpose: To encourage clubs to expand their membership; to encourage established clubs to become members of DFGC; and to aid and encourage the formation of new clubs.

### Duties:

1. Maintain a file of information on organizing a garden club. Include NGC information and any other available literature. Be well acquainted with the requirements for membership in DFGC and encourage clubs to expand their membership.
2. Look for opportunities to encourage individuals and groups to become DFGC members or Affiliate members. Be available to meet with prospective members or groups. Assist prospective members and transfers in becoming DFGC members
3. Submit all applications for membership in DFGC to the Board of Directors. Notify new clubs, members or Affiliates of acceptance.
4. Order Club President's Pin to be presented to the Club President of newly Federated clubs at the next DFGC meeting. Order a certificate of appreciation for the sponsoring club for presentation at the next DFGC meeting.
5. A NGC Club President's Pin will be presented by the DFGC to each new garden club president at the time of admittance to DFGC.
6. Assist the DFGC President when meeting with member organization Presidents.
7. Offer all assistance possible to help a club in danger of disbanding or resigning from the DFGC. Assist members of a disbanding club to join other DFGC clubs if requested.
8. Publicize the availability of DFGC Life, CAR-SGC Life and NGC Life Memberships.
- 9 Order NGC, CAR-SGC and DFGC Life Membership pins as necessary, maintain a file of the necessary forms and promptly answer any membership related requests. Process applications for DFGC, CAR-SGC and NGC Life Memberships. Forward membership fees to NGC, CAR-SGC or DFGC Treasurer. Present DFGC Life Memberships at DFGC meetings.
- 10 Keep an up-to-date file of NGC, CAR-SGC and DFGC Life Members.



11. Notify CAR-SGC Life Membership Chairman of each new NGC Life Member. The DFGC provides and pays for a NGC Life Membership pin, which the DFGC Membership Chairman presents to each new NGC Life Member.

12. Prepare a biennial report for DFGC, CAR-SGC and the file.

13. Transfer to successor all available records and give assistance as needed.

#### Newsletter

The Newsletter Committee shall consist of the Chairman, one or more members appointed by the Chairman as required and the DFGC President as an ex-officio member.

Purpose: To edit, publish and circulate the Newsletter.

#### Duties:

1. Prepare news and advertising layout for the Newsletter for publication.

2. Set deadline for each issue; print the deadline schedule in the DFGC Newsletter and on the DFGC website.

3. Request a Presidential Message for every issue and at least one article from each board member per administration.

4. Publish dates of DFGC meetings/activities, flower shows and member activities when requested.

5. Supervise Newsletter distribution by electronic communication or postal mail and coordinate with Website Chairman for posting as appropriate.

6. Distribute hardcopy or electronic copy of the Newsletter, as required, to NGC President, TNG Editor, CAR-SGC Director, State Presidents in CAR-SGC, Editors in CAR-SGC, CAR-SGC Review editor and additional copies as directed by DFGC President.

7. Prepare a biennial report with a copy for DFGC and file.

8. Transfer to successor all available records and give assistance as needed.

#### Scholarship

The Scholarship Committee shall consist of the Chairman, the Horticulture Chairman, the First Vice President and the DFGC President as an ex-officio member.

The DFGC Scholarship Fund is supported by donations from individuals, garden clubs, and other organizations, and by monies received from DFGC Life Membership.

Purpose: To promote interest in the DFGC Scholarship Fund and to select annual Scholarship recipients.

Duties:

1. Review DFGC scholarship requirements and application form. Obtain DFGC Board approval for the amount of the award and for any changes at the October Board of Directors meeting.
2. Seek prospective applicants for DFGC scholarship from students who are majoring in plant science or any allied subject. Applicants must be a Delaware resident attending a four-year program in Delaware or a Delaware resident attending a four-year program out of state.
3. Publicize scholarship requirements in college and garden related publications and organizations.
4. Select DFGC scholarship recipient(s).
5. Notify all applicants of committee decision and request that the winner be present at a DFGC Meeting when the scholarship will be presented.
6. Requests that scholarship check from DFGC Treasurer be mailed to recipient's college with a letter transmittal and a copy to the recipient.
7. Encourage clubs and members to contribute to the Scholarship Fund. Publicize list of donors in the Newsletter and/or on the website
8. Publicize and encourage students to apply for the NGC Scholarships awarded biennially.
9. Prepare an annual report to DFGC.
10. Transfer to successor all available records and give assistance as needed.

Youth Activities

The Youth Activities Committee shall consist of the Chairman, one or more members appointed by the current Chairman as required and the DFGC President as an ex-officio member.

Purpose: To stimulate, Kindergarten through High School age groups, an interest in gardening, an appreciation of beauty and the value of and the need to protect our natural resources.

Duties:

1. Encourage garden clubs to work with youth groups and sponsor NGC youth garden clubs.
2. Inform the youth groups and DFGC clubs of the available NGC publications.

3. Keep a file of all programs suitable for youth garden clubs and assist with programs when requested.
4. Publicize the activities of youth groups and encourage them to apply for NGC, CAR-SGC and DFGC awards through their sponsoring club.
5. Conduct the NGC essay, poetry and sculpture contests and the Smokey Bear/ Woodsy Owl Poster Contests in cooperation with the U.S. Forest Service. Decide on suitable recognition for all winners. Form a committee of qualified judges to select the winning entries. Submit winning entries to CAR-SGC Chairman for regional competition.
6. Prepare an annual report for DFGC, CAR-SGC and the file.
7. Transfer to successor all available records and give assistance as needed.

#### Website

The Website Committee shall consist of the Chairman, one or more members appointed by the Chairman as required and the DFGC President as an ex-officio member.

Purpose: To manage and coordinate the DFGC website, format, content and related links and to post DFGC information, news, Bylaws, Standing Rules and required forms as directed by the DFGC Board.

#### Duties:

1. Comply with the requirements of the NGC Release for Publicity and Website before sharing members name, photo, information or quotes with media.
2. Maintain a working knowledge of evolving Website practices and related creative elements to drive increased traffic and member awareness.
3. Maintain and administer the website. Ensure continued website registrations and related payments to service providers via the DFGC Treasurer.
4. Prepare and enter, in a timely manner, news, DFGC forms and other information pertinent to garden club members onto the Website. Publish dates of DFGC meetings and activities, flower shows and garden club activities. Publish listings of officers, committee chairmen and presidents of member organizations
5. Set deadlines for receipt of new or updated information to be posted on the website.
6. Coordinate with Newsletter Chairman to ensure timely posting of the DFGC newsletter.

7. Provide NGC and CAR-SGC with all website addresses (Uniform Resource Locator - URL) and password changes
8. Prepare a biennial report with a copy for DFGC and file
9. Transfer to successor all available records and give assistance as needed.

## SPECIAL COMMITTEES

Special Committees may be authorized by the Board of Directors when necessary to carry out the work and purpose of the DFGC. The President shall appoint such committees and be an ex-officio member of all Special Committees except the CAR-SGC Conference Committee and Review Committee. The Review Committee Chairman shall be appointed by the DFGC Executive Committee.

The status of Special Committees shall be reviewed annually in May by the Board of Directors. Where Special Committees are no longer current or required for DFGC purposes, the Board of Directors may dismiss such committees by a two-third vote.

The Chairman of each Special Committee with the exception of the Review Committee shall be appointed by the DFGC President. The DFGC President, as an ex-officio member, must be notified by the Committee Chairman of all Committee meetings and activities.

### Central Atlantic Region of State Garden Clubs' Conference

The Central Atlantic Region of State Garden Club's Conference Committee shall consist of the Conference Chairman, a Vice Chairman and one or more members appointed by the current Conference Chairman as required.

Purpose: To arrange for the CAR-SGC Conference when DFGC is the host.

#### Duties:

1. The Region Director and Conference Chairman shall have full responsibility for the Conference.
2. Plan Conference in accordance with the CAR-SGC Conference Manual, coordinate plans with the current CAR-SGC Director and designated person who will be CAR-SGC Director at the date of the CAR-SGC Conference.
3. Arrange for the conference location with the cooperation of the current and incoming CAR-SGC Director.
4. Review the report of the previous CAR-SGC chairman.

5. Consistent with the CAR-SGC Conference Manual, appoint CAR-SGC Conference committee chairmen and a CAR-SGC Conference Treasurer, other than the DFGC Treasurer.
6. Keep a record of finances and activities for final report as required in CAR-SGC Conference Manual.
7. Transfer to successor all available records and give assistance as needed.

#### Families of the Fallen Memorial Garden

The Families of the Fallen Memorial Garden Committee shall consist of the Chairman, one or more members appointed by the current Chairman as required and the DFGC President as an ex-officio member.

Purpose: To monitor and maintain the Dover Air Force Base Memorial Garden by coordinating work efforts with the Air Force Base Liaison, the contracted Landscape Architect and landscape maintenance company.

#### Duties:

1. Monitor the status of the Memorial Garden monthly and assess the on-going needs with and approved landscape contractor on an annual basis.
2. Develops maintenance contracts in coordination with the Air Force Base.
3. Coordinate on-going contracts and monitor work performance as stated in the contract on a monthly basis. Work with the approved Air Force Base Liaison
4. Submit all contracts and bills to the DFGC Board of Directors for approval and payment.

#### Publicity

The Publicity Committee shall consist of the Chairman, one or more members appointed by the Chairman as required and the DFGC President as an ex-officio member.

Purpose: To promote activities of DFGC through print, broadcast and online media.

#### Duties:

1. Assist the publicity chairs of local clubs, upon request.
2. Comply with requirements of the NGC Release for Publicity and Website before sharing any name, photo, quote, or information in print, broadcast, or online.
3. Prepare a press release for upcoming DFGC events and submit copies to print, broadcast, and online media. Prepare and submit a press release regarding DFGC events after they take place.

4. Arrange interviews with media representative as need arises.
5. Maintain a hard-copy and digital record of publicity committee activities and results.
6. Prepare a biennial report for DFGC and the file.
7. Transfer to successor all available records and give assistance as needed.

#### Review Committee

The Review Committee shall consist of the Chairman and two (2) DFGC members. The Review Committee Chairman should have DFGC Board experience. This Committee Chairman and members shall be appointed by the DFGC President with the approval of the Executive Committee.

Purpose: To review and validate the Treasurer's books and all annual federal/state tax filings.

#### Duties:

1. Meet at the call of the Chairman in odd numbered years to review DFGC books of account and tax filings.
2. Review the form of the DFGC books of account and all records of income and expenditure.
3. Confirm appropriate vouchers or receipts for all expenditures
4. Review tax filings for accuracy and timeliness
5. Provide a report upon conclusion of the review to the President and Board of Directors

#### DFGC REPRESENTATIVES

The Board of Directors may authorize DFGC representation and membership to other organizations with similar DFGC goals and purposes. The President may represent DFGC in such organizations or may appoint a DFGC representative.

Memberships and representation shall be reviewed annually in May by the Board of Directors. Where memberships and representation are no longer current or required for DFGC purposes, the Board of Directors may cancel such membership and representation by a two-third vote.

Delaware Center For Horticulture (DCH)

The DCH Board representative shall be the current DFGC President and/or an alternate representative appointed by the DFGC President. Any appointed alternate representative shall be a member of the DFGC and may be a member of the DCH.

Purpose: To represent the DFGC at the Delaware Center for Horticulture and to promote and publicize the activities of DCH.

Duties:

1. Represent DFGC at DCH Board meetings and share DFGC news and information.
2. Report to the DFGC about the activities of the DCH and encourage participation.
3. Prepare a biennial report for the DFGC and file.
4. Transfer to successor all available records and give assistance as needed.

Delaware Judges Council (DJC)

The DJC representative may be the elected Council Chairman or other DFGC DJC member.

Purpose: To represent the DFGC at the DJC, to encourage and promote DJC and Club Flower Shows; to actively participate with clubs if requested; and to promote design and horticulture knowledge.

Duties:

1. Represent DFGC at DJC meetings and share DFGC news and information with DJC.
2. Report to the DFGC about the activities of the DJC and encourage participation.
3. Cooperate with DFGC in sponsoring workshops, programs, flower shows and communicating any other related design, horticulture or judging information.
4. Prepare a biennial report for the DFGC and file.
5. Transfer to successor all available records and give assistance as needed.

Delaware Nature Society (DNS)

The DNS representative shall be appointed by the DFGC President.

Purpose: To represent the DFGC at DNS meetings and to promote and publicize activities of the DNS.

Duties:

1. Represent DFGC at DNS meetings.
2. Inform the DNS about DFGC activities and encourage participation.
3. Inform the DFGC about the activities of the DNS and encourage participation.
4. Prepare a biennial report for DFGC and file.
5. Transfer to successor all available records and give assistance as needed