

MANUAL

NEW MEXICO GARDEN CLUBS, INC.



Revised
2013

**MANUAL
NEW MEXICO GARDEN CLUBS, INC.**

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NEW MEXICO GARDEN CLUBS, INC.

MANUAL

PARLIAMENTARY PROCEDURES

PARLIAMENTARY LAW enables an assembly, with the least possible friction to deliberate upon questions in which it is interested, and to ascertain and express its deliberate sense or will on these questions.

PROTOCOL is defined as "the code prescribing deference due to rank and strict adherence to due order of preference." Protocol is a matter of courtesy. The position is honored and not the person. Protocol enables us to employ proper etiquette for recognizing and honoring those in positions of leadership.

The State President is the highest ranking officer in her state. It is customary to RISE WHEN SHE IS PRESENTED. The State President is always PRESENTED - never introduced. If your National President or your Regional Director is introduced by your State President at a meeting, you accord her the same honor. Should your District Director be a guest at a garden club meeting, your club president would PRESENT her to you and a courteous gesture would be for you to rise to honor her position of leadership in your District.

You INTRODUCE a person when they are unknown to the assembly. You PRESENT them when they are known.

Give due notice to past presidents.

Observe recommended procedures for courtesies to speakers, seating, receiving lines, honoring guests, etc. Copies of charts are prepared for presiding officers including official capacity of each guest. Proper protocol gives added distinction to a meeting.

COURTESIES TO THE STATE PRESIDENT

Here are a few reminders that enable us, as hostesses, to "do the right thing."

1. Invite the President far enough ahead to enable her to set up a workable itinerary.
2. The District Directors with the President set dates for the District meetings.
3. Should the President's trip be of a distance where she will be more comfortable to arrive the night before, extend her hospitality.
4. Provide convenient parking and assistance to the State President.
5. Present to the President and First Vice-President complimentary tickets to all functions - luncheons, teas, flower shows, etc., to which you invite her, or where her interest is such that she desires to attend.
6. Should the President attend a Flower Show School or Landscape Design Course (except where she takes the course for credit) consider her your guest. Her presence will lend prestige to the course and it is her duty, also, to know the quality being maintained in this program.

CLUB ETHICS

(Basic Principles or Right Action)

Club ethics is the relationship of the club administration, officers, and members to each other and to other organizations and the community. It involves courtesy, fairness, loyalty, teamwork and expression of respect.

1. Be loyal to club president, club policies and support club projects.
2. Be active in attendance; arrive on time; remain until the meeting is adjourned.
3. Participate in discussions but never monopolize a meeting. If you have criticisms to make, do so at the meeting, not afterwards. Differ in a friendly manner.
4. Develop the art of listening. Be attentive at all times, giving courteous attention to the presiding officer and the program.
5. Offer friendly assistance to new members.
6. Always address the chair before you speak.

COURTESIES TO SPEAKERS

Invite the speaker, giving the date, meeting place and hour, the subject for her program, length of time of her talk, and the type of audience. If the club is one of beginners, tell her. FEE and/or MILEAGE is important. Ask in your first contact what she charges. This avoids embarrassment later and is accepted practice. A week or so before your meeting, check to remind her of time and place of meeting and arrange transportation, if needed.

Meet your speaker and help her unload material for her program. Also, help her at the conclusion of the meeting to reload her car. HOSTESS for your speaker is desirable, to see that the guest is introduced to the members, is shown to her place if a meal is being served, and to answer questions.

BE SURE THE SPEAKER IS NOT KEPT WAITING. If the business meeting is not completed at the hour scheduled for the speaker, ask that the program be presented and business resumed later. Remember, she has planned and prepared material, and has given her time.

In a brief INTRODUCTION give members a background on the speaker, including her correct title and position.

You INTRODUCE a guest your club does not know. You PRESENT one with whom they are familiar.

The speaker will be thanked by the president. If she receives a fee, hand it to her as inconspicuously as possible. A WRITTEN NOTE expressing the club's appreciation should be sent following the meeting.

CONVENTION

The ANNUAL CONVENTION is hosted by the Districts in rotation. The accepted rotation is: NORTHWESTERN - District I, NORTHCENTRAL – District II, NORTHEASTERN – District III, SOUTHWESTERN – District IV, SOUTHEASTERN – District V.

The STATE PRESIDENT issues the invitation call to the convention to all club presidents throughout the state; to state officers, chairmen and past state presidents; invites the National officers; and plans order of business. She appoints three (3) members to approve the minutes. She appoints tellers, when necessary, timekeepers and advises the registration chairman regarding credentials. She provides the general chairman a list of those presiding, giving the

invocation, or otherwise being honored, in ample time to be included in the printed program.

The GENERAL CHAIRMAN appoints an ASSISTANT CHAIRMAN and all other chairmen to serve on the general committee. This committee is responsible for credentials report, registration, packets, badges, printed program, publicity, decorations, corsages, entertainment and other courtesies that the hostess group may wish to extend.

The theme of the meeting and the registration fee is decided by this committee, subject to approval of the State President and the 1st Vice-President. This committee issues invitations to local dignitaries appearing on the program, such as the mayor, minister, etc., when they have been chosen. (To clarify, see duties of the 1st Vice-President. See Bylaws Article IV section 5-B.)

Chairman is required to make a detailed report of the convention in quadruplicate (4 copies) including a complete financial report: One (1) copy to be filed with State President, two (2) copies to the Director of the hostess district of the next convention and one (1) copy to be retained in files of the district in which the convention is held. Distribute reports within two (2) months.

REGISTRATION AND FINANCE: The registration chairman is responsible for everything pertaining to both advance and arrival registrations. She shall supply all information needed by the credentials and protocol chairman. She is responsible for supplying twelve (12) copies of the registration list; one (1) to the State President; one (1) to State Personnel Chairman; one (1) to EACH of the five members of the State Nominating Committee, and one (1) EACH to the five District Directors.

The first \$200 profit of the Annual Convention will be sent to the State Treasurer to replace money advanced for pre-convention expense. The remaining profit will be divided equally between the host district and the state. (ref. State Board Meeting, October 25, 1991). Any profit from the Fall Board Meeting will be divided equally between the host district and the state.

PLACE OF MEETING: One coordinator should make all actual contacts with personnel of meeting place, check on required seating arrangements, temperature of the room, microphones, etc. **FINANCIAL ARRANGEMENTS SHOULD BE IN WRITING.** Be sure the place of meeting is making no charge for the necessary meeting and display rooms, nor the customary courtesy suites for State President, National officers, or for the general chairman. The same coordinator should select menus for all meals and make every effort to avoid "convention food". Be sure the prices quoted include gratuity and tax, as well as service of courtesy refreshments during peak registration period. **FURNISH MEETING PLACE WITH A COPY OF ACCEPTED FLOOR PLAN FOR EACH SCHEDULED EVENT, SHOWING TIME, PLACE AND ANY PROPS (podium, microphone, etc.). A RAISED PLATFORM SHOULD BE USED FOR ALL PROGRAMS, AS WELL AS HEAD TABLES.**

PUBLICITY: Cooperate with the state publicity chairman, handle local publicity and pictures for coverage in newspapers and NEW MEXICO GARDENER. Send local publicity to State President and to State Historian.

EXHIBITS: Provide space necessary for exhibits by chairmen. Provide well informed hostesses.

DECORATIONS: This committee coordinates all the decorations to be used during the entire convention and room decorations for the State President and visiting dignitaries. Remember the beauty of the decorations lingers in the minds of the convention goers long after other details are forgotten.

PROTOCOL: This chairman is responsible for everything pertaining to proper procedure for the convention. She provides presiding officer in advance with a list showing event, location, time,

special guests, together with their title, office, etc.

PRINTING: This chairman is responsible for all printing, such as programs, tickets (it is advisable to have different color tickets for each event) and any other printed material necessary for convention use.

PAGES: Pages are secured by the convention chairman, who is responsible for assigning their station. She is also responsible for the number of pages present at all times. Those serving as pages should be courteous, work quickly, and be alert to the signals of being called into action. National Council provides a booklet on the duties of the pages.

COST: The NEW MEXICO GARDENER page cost of publishing the President's official call, and the printing cost of the convention brochure of annual reports of the officers, directors, and chairmen is paid by the convention.

EXPENSE REIMBURSEMENT: A NMGC Chairman who wishes reimbursement for expenses in connection with convention activities must have approval of the Convention Chairman at least two months prior to the convention.

BOARD OF DIRECTORS MEETINGS

See Bylaws Article VIII.

The Fall Board of Directors meeting is held annually. The State President in consultation with the District Director determines where the meeting is to be held, and they work closely together to set up this meeting.

The State President issues the "call" to meetings in accordance with Bylaws.

If any of the designated members composing the Board of Directors are unable to attend, an alternate should be chosen as an official representative.

The Board of Directors desires that non-voting members as well as voting members attend board meetings.

DISTRICT MEETINGS

Each District shall have at least two (2) meetings per year. (See Bylaws Article III Section 4). It is recommended that the Spring District Meeting be held prior to the Annual Convention. While it is the Directors' responsibility to plan the type of meeting, it is recommended that club presidents report a plan of action in the Spring and give final reports of accomplishment in the Fall. Shared club activities give a stronger sense of belonging to the larger organization.

It is the responsibility of the District Director to:

1. See Bylaws Article III Section 4.
2. Plan all meetings.
3. Issue the "Call" to (1) the District Board, including club presidents, (2) State President, (3) First Vice-President, and (4) State Officers and State Chairmen residing in her district.
4. Work closely with the hostess group that is responsible for all local plans, including meeting place, decorations, hospitality, publicity, etc.

The State President and the First Vice-President are guests of the District. (See courtesies to State President.)

QUALIFICATIONS FOR STATE ELECTIVE OFFICES

See Bylaws Article IV Section 2A & B.

STATE EXECUTIVE BOARD & BOARD OF DIRECTORS

See Bylaws, Article VII and Article VIII.

DUTIES OF STATE OFFICERS

STATE PRESIDENT: (See Bylaws Article IV Section 5A.)

National: The State President becomes a member of the Board of Directors of National Garden Clubs, Inc. The National Board of Directors shall ratify this action at the next Annual or Board Meeting.

1. Is expected to attend all Annual Convention and Board meetings of National Garden Clubs, Inc. and all South Central Regional meetings. If she is unable to attend, she shall appoint a vice-president to attend as her representative. She notifies the NGC President and SCR Director if she is unable to attend and ask for permission to send the 1st Vice President in her place.
2. Will send two (2) copies of the names of the elected state officers to National in ample time for the President's name to be included in the proper issue of THE NATIONAL GARDENER. Refer to Article IV Section 5A (8).
3. Will refer to current National Council Bylaws, Policy & Procedure, Information Digest, and Regional Special Rules of Order for further duties.

Regional: The Regional Director together with the State President of the hostess state shall plan the annual Regional meeting. Refer to current National Council Bylaws, Policy & Procedure, Information Digest, and Regional Special Rules of Order for further duties.

State: The State President is the chief executive officer of New Mexico Garden Clubs, Inc., and

1. After the Fall Board meeting in the even year (as president-elect) appoints all committee chairmen, to be approved by the incoming Executive Committee.
2. Prepares agenda, providing copies, one (1) copy to be filed and one (1) copy provided the recording secretary, and one (1) copy to the parliamentarian prior to the meeting.
3. Appoints three (3) members to approve minutes for meetings; also appoints tellers and timekeepers.
4. Has stationery available for officers and chairmen at all state meetings.
5. Attends each District meeting, and approves dates for District meetings well in advance.
6. Prepares a message for each issue of the NEW MEXICO GARDENER and coordinates material to be published cooperatively with the Editor.

7. Signs applications for National Awards with Awards Chairman and applications for National Scholarships with Scholarship Chairman, as well as writing letter of endorsement for National Scholarship applicant.
8. Signs all other forms requiring signature of State President.
9. After fulfilling her term, expeditiously transfers to her successor: State seal, gavel, President's pin, and all administrative properties.

FIRST VICE-PRESIDENT: (See Bylaws Article IV Section 5B.)

1. It is desirable that she attend, with the State President, as many of the District meetings as possible to enable this officer to become better acquainted with the members of the organization throughout the state.
2. It is desirable that she attend an Annual Convention of National Garden Clubs, Inc. during her term of office. An enthusiasm for the potential and the working of National Garden Clubs, Inc. can best be gained in this manner.

SECOND VICE-PRESIDENT: (See Bylaws Article IV Section 5C.)

RECORDING SECRETARY: (See Bylaws Article IV Section 5D.)

1. Become familiar with and employ the content of minutes (current issue of Robert's Rules of Order).
2. Become familiar with agenda of meetings to be obtained from State President prior to meetings.
3. Calls roll when necessary.

TREASURER: (See Bylaws Article IV Section 5E.)

HISTORIAN: (See Bylaws Article IV Section 5F.)

CORRESPONDING SECRETARY: (See Bylaws Article IV Section 5G.)

PARLIAMENTARIAN: (See Bylaws Article IV Section 5H.)

PAST PRESIDENTS:

1. The immediate past State President shall serve on the Executive Committee.
2. Shall be a member of the Board of Directors.

DISTRICT DIRECTOR

See Bylaws Article IV Section 5I.

1. She shall study and become familiar with District and State Bylaws.
2. Should become familiar with basic parliamentary procedure.
3. Is a member of the Executive Committee of New Mexico Garden Clubs, Inc. and is obligated to attend the Annual Convention, meetings of the Board of Directors, and the Executive Committee.
4. Sends an invitation to the State President and the First Vice-President to attend District Meetings.
5. Holds an election for a member and an alternate to serve on the State Nominating Committee at the Spring District Meeting in the odd-numbered years, in accordance with current bylaws. See Article V Section 1A.
6. Is responsible for required personnel lists, to be obtained from the clubs in her District, of members qualified to serve on the State Board of

Directors, for committee chairmanships, or positions on the Executive Committee, Regional and National positions. See Bylaws Article V Section 2A.

7. Is the official hostess for her District as each District assumes the responsibility of hosting the Annual Convention of New Mexico Garden Clubs, Inc. every fifth year as the meeting is rotated around the state. The Region shall be hosted in conjunction with the Annual Convention every fourth year.

GENERAL DUTIES OF ALL STATE CHAIRMEN

Upon appointment, each State Chairman of Standing Committees shall:

1. Obtain files from predecessor.
2. Study and become familiar with the Bylaws and Manual for the New Mexico Garden Clubs, Inc.
3. Contact National Chairman to inform her of your appointment and offer your cooperation.
4. Assist District and Club Chairmen with their work.
5. Submit an annual report, in duplicate, to the State President as requested on the Official Call for Convention.
6. Attend State Convention, Fall Board meetings and District meetings of her District.
7. Answer mail promptly.
8. Consult the State President, soon after taking office, regarding submission of material for the NEW MEXICO GARDENER.
9. Maintain a file of reports, suggestions, and recommendations.
10. Be reimbursed for reasonable expenses contingent upon the following:
 - a. Projected expenditures, excluding incidentals, require prior approval by the State President.
 - b. Bills with receipts shall be presented at Fall Board Meeting and State Convention for approval of the Executive Committee for reimbursement.
 - c. See Bylaws Article IV Section 5E(3).
 - d. See Annual Budget in current convention ANNUAL REPORT OF OFFICERS, DIRECTORS, AND CHAIRMEN.
11. Forward all monies received within 30 days to NMGC Treasurer.
12. Upon completion of her term of office, promptly transfer to the incoming chairman the complete file concerning the chairmanship.
13. All Chairman shall reside within the state of New Mexico.

CLUB PRESIDENTS

To assist the club presidents and help them to understand how each club relates to the District and State, each president shall:

1. Read and become familiar with the District and State Bylaws.
2. Attend District Meetings, State Convention and State Board Meetings. Attendance is required at these meetings. If you cannot attend, send an alternate. It is most important for each club to be represented.
3. Answer mail promptly.
4. Furnish written reports when required.
5. Have a Standard Club and strive toward State and National Objectives.
6. Invite your District Director to a club meeting, checking with her well in advance.

7. Arrange an invitation for the State President to attend any dedicatory activity in your community related to garden club interests, such as opening a new park, recognition of historical events, etc.
8. Poll and encourage members of your club, who are willing and qualified to serve on the District and State level. Send list to the District Director well in advance of the Spring District meeting.
9. Appoint a book chairman. All orders for books from National Council must be made through her to receive 10% discount.
10. Prompt payment of State dues is required. See Bylaws Article X Section 1ABC. Upon payment of State dues, members are to receive the NEW MEXICO GARDENER and club president is to receive THE NATIONAL GARDENER. Note: Remind club treasurer of required membership list with two (2) copies to be sent to the NMGC Second Vice-President with the dues by MAY 1st and delinquent after JULY 1st. Subsequent dues for new members should be sent until FEBRUARY 1st.
11. Prompt payment of District dues is important. Two copies of the membership list are required for District; one (1) to District Director and one (1) for District Treasurer.
12. Have on file a current list of State and District officers and chairmen.
13. Study awards offered by State, Regional and National. Apply for these awards for a worthy project. The National Awards list and proper procedure for applying appears in the September-October issue of THE NATIONAL GARDENER; South Central Regional Cash Awards are found in Summer issue of THE COMMUNICATOR. For further information see the NMGC AWARDS BOOKLET or contact the NMGC State Awards Chairman.
14. Send copy of year book to State President.
15. Submit yearbooks to your District Director (2 copies of yearbook). Yearbooks are judged on District and State level. Scrapbooks are judged on District level. See NMGC AWARDS BOOKLET for details.
16. A service copy of THE NATIONAL GARDENER will be mailed to you. Read it. Review with your club, items of interest and encourage members to subscribe to this National publication.
17. Check the Bylaws for requirements of club history. See Bylaws Article IV Section 5F(1). Submit an annual club history, in duplicate, to the State Historian.
18. Submit copy of club history to your District Historian.
19. As out-going president, send a list of the incoming club officers to the State President, Corresponding Secretary and District Director immediately following the election.
20. Upon completion of term of office, promptly transfer to the incoming president the complete file concerning the club president.

CLUB TREASURER

1. Advise members prompt payment of dues will enable them to receive the NEW MEXICO GARDENER and your club president to receive the complimentary copy of THE NATIONAL GARDENER.
2. Send NMGC State dues to the Second Vice-President by May 1st and delinquent after July 1st; new member dues sent until February 1st.
3. Send two (2) copies of the membership list with the dues. (See the proper form in Manual.) See Bylaws Article X Section 1ABC.
4. As new members are taken into your club during the year, promptly send two (2) copies of names, addresses and dues to the Second Vice-

President and to the District, following initial procedure. See Bylaws Article IV Section 5C(4).

NEW MEXICO GARDEN CLUBS, INC..
 CLUB MEMBERSHIP LIST
 (SAMPLE)

<u>NAME OF CLUB</u>	<u>DISTRICT</u>	<u>YEAR</u>
PRESIDENT: <u>BROWN, Sue (Mrs. John W.)</u> <u>1115 Lincoln NW</u> <u>Albuquerque, NM 87110-0324</u> <u>Telephone: 505, 881-4343</u> <u>Email SueB@aol.com</u>	SECRETARY: <u>ROUNDTREE, Nora (Mrs. J. J.)</u> <u>3332 James NE</u> <u>Albuquerque, NM 87221-1234</u> <u>Telephone: 505, 811-5532</u> <u>Email Noratree@att.net</u>	
VICE PRES: <u>SMITH, Jane</u> <u>Rt. 2, Box 125</u> <u>Albuquerque, NM 87111-0546</u> <u>Telephone: 505, 811-4489</u> <u>Email EmailSmithie@earthlink.net</u>	TREASURER: <u>CHESTNUT, Mrs. Walter</u> <u>P.O. Box 1225</u> <u>Albuquerque, NM 87221-2794</u> <u>Telephone: 505, 887-3101</u> <u>Email EmailWalnut@comcast.net</u>	

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ALPHABETICAL MEMBERSHIP LIST of all members including officers listed above. Use the same format for each member. Add a fifth line:
 DATE MEMBER JOINED CLUB:

1. Send two (2) copies of club roster to NMGC 2nd Vice President along with NMGC dues. As new member(s) join club, send state dues along with two (2) copies of name(s) and addresses.
2. Send two (2) copies to District Treasurer along with District dues. Repeat procedure when new member(s) join club .

