

Revised 2013  
Duties of State Committee Chairmen  
General Duties

The description of the general duties of State Standing Committee Chairmen: These duties may change according to administration. Club Chairmen may use the information as a guide in their club duties and activities.

The Garden Club of Kentucky, Inc. conforms in organization committees as nearly as possible to that of the National Garden Clubs, Inc.

**Standing Committee**

Standing Committee Chairmen are appointed by the State President to serve a two year term, concurrent with that term of office, subject to the approval of the Executive Committee and to ratification by the Board of Directors. When accepting, a Chairman performs the duties to the best of their ability, in conformance with State Bylaws.

1. Perform such duties as indicated by the title.
2. Request material from the past Chairman's stewardship, as well as books or pamphlets, etc. on loan to the Chairmanship.
3. Procedure notebook covering outgoing Chairman's month-by-month activities, together with suggestions of any kind which might prove helpful.
4. Contact their National Chairman and South Atlantic Regional Chairman promising cooperation and requesting available material concerning the Committee and a program outline of action approved by The National Garden Club.

**Special Committee**

Special Committee may be appointed by the State President and shall remain in existence until their duties have been accomplished or until the President's term expires.

**Reports**

All State Chairmen are required to send a brief report during their term to the State President, South Atlantic Regional Chairmen, and the National Chairmen by February 1<sup>st</sup>. This report may be compiled from the five District Directors' Reports. The Chairman may write each Director requesting a copy of the Director's report and may be sent by electronic device.

**Annual Meeting Report**

State Chairmen shall make a report at the Annual Meeting of the past years' activities if requested by the President. The report should be typed and three copies given to the State Recording Secretary, one for the file, one for the BULLETIN publication and one for the Historian. The report shall be limited to not more than 300 words.

### **Board of Governors**

Each State Chairman (Standing or Special) is a voting member of the Board of Governors and shall attend all meetings of that Board, District and Annual Meetings. If unable to attend, the Chairman should send regrets as soon as possible to the State President and/or the District Director.

### **Answer All Mail Promptly**

A Chairman should answer all mail promptly by answering all questions and date all correspondence. A postcard or e-mail is often sufficient.

### **Article for The BULLETIN**

A chairman should submit one article during the term of office for publication in the BULLETIN. The article may be submitted by electronic device. The article should be a brief narrative along with a clear action picture, if available, covering any accomplishments of general interest. An article may be requested by the President.

### **End of Term of Office**

At the end of the term, as soon as a successor is appointed, every Chairman shall turn over to the incoming Chairman;

1. Current handbooks and other material on loan to the Chairmanship
2. Procedure notebook giving simple, detailed, step-by-step coverage of month-by-month activities

### **Advising Clubs of Available Awards**

A State Chairman should urge all clubs to promote National programs. The Chairman is responsible for advising clubs of State, Regional, and National Awards offered in that field and for promotion and explaining applications, if necessary. Also, stimulate interest in these programs and projects through articles in the BULLETIN, local newspapers, reports, correspondence through the District Director, discussions and workshops at District and Annual Meetings.

### **Serving as Speaker for Programs**

If qualified and willing, the Chairman may serve as a speaker for club programs. This is not a duty, but clubs may invite the Chairman to appear on programs and should offer travel expenses and hospitality.

Should a Chairman do a workshop or program for the Annual Convention their name will be entered in the Book Of Appreciation instead of receiving an honorarium paid by Convention funds.

### **Properties of Chairmanship**

Each Chairman should maintain a file containing objectives, programs, procedures, dated copies of reports, and recommendations relative to the Chairmanship.

### **Monies**

Expenditures over \$500.00 must be bid, excluding the BULLETIN. Bids will be accepted and awarded upon the approval of the Executive Committee.

**All Funds** including donated monies pertaining to The Garden Club of Kentucky Inc. including Headquarters and Scholarships must be sent to the State Treasurer.

## **Business**

All recommendation, resolutions, and motions approved in committee must be presented to The Garden Club of Kentucky, Inc. Executive Committee for approval prior to action.

### **Guidelines for State Chairman**

#### **Admissions and New Membership**

This Chairman is the First Vice President of The Garden Club of Kentucky, Inc. (Bylaws, Article VIII, Section 2 e.)

1. Any club applying for membership in The Garden Club of Kentucky, Inc. must be recommended by three federated senior clubs, a sponsor and two endorsing clubs.

2. The name of a new club cannot be a duplication of an existing club.

3. An applicant club must have a minimum of ten members and pay an Initiation Fee plus annual dues per member before it can be affiliated.

(Bylaws, Article VI, Section 2 & 3)

4. After proper consideration, the Chairman will recommend to the Executive Committee those qualified clubs desiring membership in The Garden Club of Kentucky, Inc. These applications are presented to the Executive Committee at the first meeting following the receipt of an application.

5. Upon the approval of the Executive Committee, the club will be notified by the Chairman of acceptance with a letter of welcome to the organization. The club should be notified at this time that their Charter will be presented to the club at the next Annual Convention.

6. Prior to the Annual Convention, the Chairman notifies the State President and the Awards Chairman of all new clubs organized within the past year from Annual Meeting to Annual Meeting, the names of the senior sponsoring clubs, the number of members in each club, and the district in which they are located. The District Director of whose district the new club is located should also be informed. On or before the pre-convention Executive Committee Meeting, the Chairman notifies the Awards Chairman of the district that has organized the most new clubs within the past year. (Annual Convention to Annual Convention)

7. Keep Membership data base.

#### **ADVISORY BOARD**

The Advisory Board shall consist of the Former Presidents of The Garden Club of Kentucky, Inc. It shall consider questions affecting the procedure and policy of The Garden Club of Kentucky, Inc. and give opinions to the Executive Committee. The Chairman shall be the Immediate Former President (Bylaws, Article VIII, Section 5) in whose absence the preceding president, in order, will serve.

The Chairman attends all Executive Committee and Board of Governors meetings, and assists the new State President in an orderly, smooth change of administration.

The Advisory Board also serves as the Bylaw Committee.

## **ARBORICULTURE**

This chairmanship must promote an interest in Arboreta and Botanical gardens in Kentucky with emphasis on the Nannine Clay Wallis Arboretum at State Headquarters. Kroger Cards funds go to the Arboretum.

## **AWARDS**

The Second Vice President is the Awards Chairman (Bylaws, Article VIII, Section 3)

The Awards chairman shall become familiar with all State, Regional, and National Awards and the regulations governing them – eligibility, deadlines, requirements, etc.

The Awards Chairman shall:

1. Type a list of all State Awards available with the rules governing their application, notice of any changes, additions or deletions and send to BULLETIN for Directory Issue (odd years). The years Directory Issues are not published, (even years) any changes will be published in the September BULLETIN.
2. Distribute award applications of the State and SAR and National Awards
3. Receive State Award entries, record them as to award number and club size, have judging sheets available for each award and applicant and have them judged by a panel of judges.
4. State winners will be sent on to Regional and/or National Awards Chairmen if they fit the criteria.
5. Prepare the Certificates of Awards inscribed with the names of the recipients, for the signature of the State President in ample time to process before presentation at the Annual Meeting.
6. Be responsible for securing an adequate number of certificates, ribbons, rosettes and money for the presentation at the Annual Meeting.
7. Notify the State Treasurer of monetary awards and amounts needed for presentation. Cash should be given instead of checks for easier bookkeeping. Envelopes for the money are attached to the certificates with the award number, award received and the Name of the Club receiving the award.
8. Have a typed copy of State Award winners for publishing in the June BULLETIN.
9. Keep a list of awards that are not awarded for the next awards chairman. An award may be deleted after three years with the approval of the Executive Committee.
10. Find donors, collect monies and keep awards donations up to date. Money not given is carried over to the next year for the same award. Notify donors by May 1<sup>st</sup> that if they plan to sponsor an award the money must be to the State Treasurer by July 1<sup>st</sup> preceding the award year.
11. Check with the State President for time schedules at the Annual Convention for award presentations.

12. Request from the District Directors at the mid-winter Executive Committee Meeting (or by mail, e-mail) for information needed for state awards pertaining to districts.
13. A report of the awards applied for including State, SAR and National should be given at the Mid-Winter Executive Committee Meeting.
14. Present any new award request at the June Executive Committee meeting in odd years for acceptance.
15. Request approval to increase award money at the June Executive Committee in odd years.

### **Application for Awards**

The September Directory Issue of the BULLETIN lists all state awards available with the rules governing their application. Notice of any changes, additions or deletions in awards that may occur from time to time will be published in the BULLETIN.

### **Award Year**

The award year is from November 15<sup>th</sup> to November 14<sup>th</sup>. State awards applications must be in the hands of the awards chairman by November 15<sup>th</sup> unless otherwise noted.

### **Eligibility**

Only federated clubs in good standing (dues paid) are eligible to apply. Youth clubs sponsored by an eligible senior club may apply for youth awards.

### **Flower Show Awards – see under Flower Shows**

### **Special Awards**

**1. Special Meritorious Award:** The State President may give a special award to an individual for meritorious statewide accomplishment or special service in line with the objectives of The Garden Club of Kentucky, Inc. during the Annual Convention.

**2. Enrichment Award:** Clubs or member may submit a recommendation with resume to the First Vice President at least thirty (30) days prior to the Mid-Winter Meeting. The First Vice President will present The Garden Club of Kentucky, Inc. Enrichment Award nominations received to the Executive Committee for approval at the Mid-Winter Meeting. The actual award will be selected by the First Vice President and funded by The Garden Club of Kentucky, Inc. with the approval of the Executive Committee.

## **BIRDS**

The balance of nature requires for presence of an adequate bird population to offset the prolific reproduction of insects. Protection of bird life is an important part of Kentucky's conservation program. Kentucky is an Official Bird Sanctuary. All birds in Kentucky are protected with the exception of crows, blackbirds, and starlings. Game birds may be hunted only during hunting season.

The Bird Chairman must:

1. Work closely with the Audubon Society and other ornithological organizations in obtaining material and current information for distribution to all garden club members for their education and awareness as to the importance of birds.

2. The chairman is responsible for suggestions or programs, projects, exhibits and the procedure for establishing local bird sanctuaries.
3. Encourage club applications for awards pertaining to bird projects and conservation activities, such as The Nannine Clay Wallis National Bird Award for best work done for protection of birds.

### **BLUE STAR MEMORIAL HIGHWAY**

At the close of W.W.II the NGC formally the National Council and many public-spirited groups sought a suitable means of honoring servicemen and women with a memorial that would beautify and preserve the land for which they fought. In 1944 the Blue Star Memorial Highway System began, taking its name from the Blue Star of the Service Flag. (This program was the first nation wide project of the NGC)

The Blue Star Highway markers should be located on a designated Blue Star Memorial Highway. All projects must have the full cooperation and approval of the Kentucky State Highway Department and local authorities which may be involved and the civic location must be reviewed and approved by the NGC Blue Star Memorial chairman. The Memorial Markers can be placed on other than Dedicated Highways, such as National Cemetery or Veterans Medical Center. The small By-Way Markers may be placed in a public garden setting.

The Chairman must;

1. Have a guideline from NGC on Blue Star Highway Markers for information on ordering the marker, promote the erection of Blue Star Memorial Highway Markers, Memorial Markers and By-Way Markers, maintenance of the grounds around the markers and landscaping of designated highways.
2. Maintain a record of Markers in Kentucky including; number and location, date of dedication and by whom, general condition of the sites (markers and plantings).
3. Work with the clubs dedicating a new marker; program, inviting guest, general public, National Blue Star Chairman, a color guard and military personnel should be included in the dedication.
4. Publicize and promote the purpose of the Markers in local newspaper and the BULLETIN.
5. Encourage club applications for awards on roadside development.

### **BUDGET**

The Financial Advisor is Chairman of the Budget Committee and with the members of the Committee, prepares in advance the Annual Budget for the operation of The Garden Club of Kentucky, Inc. for the succeeding fiscal year. The Members of the Budget Committee shall include the State Treasurer and a representative from each district not represented by the Finance Director or the State Treasurer. The members representing the districts are to be appointed by the State President at the Winter Executive Committee Meeting. Also is consultant for investments of GCKY.

## **BUTTERFLY**

The Chairman must:

1. Promote education on the conservation of butterflies.
2. Encourage the plantings of butterfly gardens on public and private land.
3. Direct the plantings and care of the Butterfly Garden at Headquarters.

The Viceroy Butterfly is Kentucky's State Insect, which was promoted by The Garden Club of Kentucky, inc. and passed the State Legislature of the Commonwealth of Kentucky in 1990.

## **CIVIC DEVELOPMENT**

Civic development is environmental protection and improvement of the community.

The Chairman must;

1. Encourage club members to attend Landscape Design Schools.
2. Promote those activities which educate the public as to the primary importance of eradicating blight and decay, as well as preserving and creating beauty through community projects.
3. Stress the necessity of cooperation with community organizations.
4. Set up workshops that emphasize a specific phase of civic development, improvement, and beautification projects.
5. Encourage clubs to be aware of the needs of their community in public areas such as schools, civic buildings, hospitals, shopping areas, historic sites, cemeteries, and roadsides as well as parks, trails, street plantings and gardens.
6. Encourage clubs to apply for awards.

## **CREDENTIALS**

Credentials of each delegate and alternate as outlined in the Bylaws Article XV Section 2 must be submitted by the club president to the GCKY Credentials Chairman by the deadline prior to the GCKY Annual Convention and be the official list of delegates and alternates of the club.

The Chairman must:

1. Be appointed by the State President
2. Define a method to denote delegates
3. Oversee the registration of delegates at the Credentials Desk
4. Give a report each day at the Annual convention, outlining number of registrations for National, Regional, and State Officers and Chairmen, and the number of accredited delegates and alternates present by using the official credential form.

## **ENVIRONMENTAL AWARENESS**

This chairmanship includes; air quality, energy conservation, health concerns, land use, litter, reclamation, recycling and waste management, water protection and conservation. Education at all levels is a primary concern. The Environmental Study School is to be encouraged. Workshops are extremely effective in informing all age groups of environmental concerns. Sponsoring these workshops in communities throughout the commonwealth to teach

members, school children and others the necessity of maintaining or improving our environment should be a top priority.

## **FLOWER SHOWS**

The State Flower Show Awards/Evaluation Chairman is responsible for all Flower Show Awards. (Contact Chairman for complete information.)

### **Flower Show Achievement Awards**

1. To be eligible for a Flower Show Achievement Award a rough draft of the show must be sent to the State Flower Show Schedule Consultant for critique and comments at least sixty (60) days prior to date of show.
2. Applications for Flower Show Achievement Awards (State, SAR and National) must be received by the State Flower Show Awards/ Evaluation Chairman thirty (30) days prior to the date of the show. (Printed application forms are available from this Chairman.
3. Include a list of invited Judges from which the State Flower Show Awards/Evaluation Chairman will appoint three (3) accredited Judges to the Evaluation Panel. This Chairman will appoint a chairman of the panel and send the evaluation forms to the panel members.
4. The State Flower Show Awards/Evaluation Chairman will notify the club(s) which judges will serve on the Evaluation Panel.
5. Each member of the Evaluation Panel must send the evaluation sheets to the State Flower Show Awards/Evaluation Chairman within a week following the date of the show. The Panel will notify the club(s) when they should proceed with the Book of Evidence.

### **Flower Show Book of Evidence**

The Book of Evidence must be received by the State Flower Show Awards/Evaluation Chairman within thirty (30) days after the show, with exception of a show held in December, in which case the Book of Evidence must be received by December 31<sup>st</sup>. (For requirements for the Book of Evidence see HANDBOOK FOR FLOWER SHOWS.)

### **Flower Show Schedule Consultant**

1. Must be a nationally accredited Flower Show Judge.
2. Receive a rough draft of the flower show schedule in advance of publication (at least sixty (60) days prior to date of show) and critique schedule for a standard flower show. This critique is returned within two (2) weeks to the club that has requested advice.
3. Encourage club to apply for Flower Show Schedule Award as published in the September "Directory Issue" of the GCKY BULLETIN (odd years)

### **Flower Show Schools Chairman**

1. Be a nationally accredited Flower Show Judge.
2. Under the supervision of the NGC Flower Show Schools Chairman, oversee the NGC program for Flower Show Schools series, Reading Examinations, Symposiums and Judges Credentials.
3. Be responsible for making sure each Flower Show Schools series and Symposium meets NGC requirements and designated curricula as specified in



THE HANDBOOK FOR FLOWER SHOWS, procures from NGC Headquarters all official forms and provides them to chairmen as requested.

4. Keep permanent up-to-date records of all students and accredited Judges in Kentucky.

5. Refer to detailed procedures outlined in the current THE HANDBOOK FOR FLOWER SHOWS.

### **KENTUCKY COUNCIL OF FLOWER SHOW JUDGES**

1. All Chairmanships will be appointed by the Council.
2. Consists of Student Judges, Accredited Flower Show Judges, Life Judges, Master Judges, Associate Members, Emeritus Judges and the President of The Garden Club of Kentucky, Inc. (Honorary member during term of office).
3. Is in charge of the Judges Council banquet at the Annual State Convention.
4. The purposes of the council are to; Share information on topics relative to flower show judging. Encourage the study of horticulture and improvement of artistic design. Stress and encourage flower shows and better flower show practice.

### **GARDEN THERAPY**

The Chairman must promote the use of garden-related activities as an aid to the recovery and rehabilitation of the physically and mentally challenged. The concept of Garden Therapy includes the home-bound, nursing home residents, special schools and barrier free gardens. Valuable therapeutic benefit is achieved when they actively participate in the projects. Additional help is found in the NGC Garden Therapy Manual.

Clubs are encouraged to apply for awards.

### **GARDENING CONSULTANTS COUNCIL**

1. All Chairmanships will be appointed by the Council.
2. The goals of the Council are to stimulate interest in horticulture, offer advanced training and assist garden clubs and other organizations in gardening and horticulture excellence.
3. The Council will support The Garden Club of Kentucky, Inc. by promoting Garden Study Courses.
4. The Council meets once a year, date to correspond with the State Annual Convention. Date, time and location of this meeting to be established by the Program Chairman in conjunction with the State Convention Chairman.
5. Breakfast programs presented at Annual Convention will alternate with the Landscape Consultants Council on even numbered years.
6. Annual Convention will pay the Council \$1.00 per person attending the breakfast to defray cost of the speaker.

### **Gardening Study Courses**

1. The focus of this program is to stimulate interest in the growth of plant material, to teach soil structure and methods of plant propagation, to

- illustrate pruning techniques, to offer instruction in plant identification and to explore growing techniques for garden plants, vegetables, fruits, houseplants, trees and shrubs, and specialized styles of gardening.
2. A series of courses may be sponsored by any club, group of clubs, council, district or GCKY that is a member of NGC.
  3. A series consists of four (4) courses, each containing ten (10) hours of classroom study, followed by an exam for those wishing to become a Gardening Consultant.
  4. Courses are open to the public as well as garden club members but only Federated Garden Club members may become Gardening Consultants.
  5. All instructors of required test subjects must be academically associated with a college or university or be a horticultural professional with a specialty in the related area of study.

#### **Gardening Study Courses Chairman**

1. Is responsible for Gardening Study Courses (GSC) offered within the state and works with the local chairman to conduct the course properly.
2. Ascertain that all courses conform to NGC standards.
3. Register the course with the National Accrediting Chairman.
4. Submit material for accrediting at the conclusion of the course.
5. Maintain all records for Consultants in Kentucky and keep them informed of their status.
6. A Gardening Study Course Handbook is available from NGC Headquarters and contains complete information for sponsoring a course as well as duties of the chairman and requirements for Consultants.

#### **HISTORIC PRESERVATION**

1. This chairman must encourage awareness of our heritage through education, and community participation in historic preservation.
2. Specific community projects of restoration, reconstruction, and historical horticulture research offer garden club members opportunities to cooperate with civic and historic committees to glorify our past for the enjoyment of the future.
3. Clubs are encouraged to survey their communities and familiarize themselves with what needs to be saved or restored, then put this information into a plan to accomplish preservation.

#### **HORTICULTURE**

Horticulture is the foundation and the backbone of good gardening.

Clubs are encouraged to study the art and science of growing plants, indigenous plants, including fruits, vegetable and ornamentals.

The Chairman must:

1. Upon request, give advice, gardening information and assistance for solving horticulture problems.
2. Urge clubs to introduce new material suitable to their locality.

3. Encourage the study of new methods of gardening and practices of all improved methods of gardening as well as the advances made in new plants and hybrids.
4. When requested, may present programs at District and State Meetings to further the interest and knowledge of horticulture.
5. Promote new cultivars that are being introduced with special attention given to plants that will grow well in Kentucky. Also if a Kentucky hybridizer introduces new cultivars this chairman should make special note to inform the membership.
6. Bring attention to new plants conducive to indoor container growing, researches approaches for pest and disease control usable in indoor growing conditions and make this information available to the membership.

### **LANDSCAPE CONSULTANTS COUNCIL**

1. The chairman of this committee is the elected President of the Council.
2. To promote Landscape Design Schools,
3. Share information on topics relative to landscape design.
4. Encourage additional study and exchange ideas pertaining to landscape design.
5. Translate knowledge gained into public service roles.
6. Promote good landscape design and land use planning.
7. Present a Breakfast programs presented at Annual Convention in the odd number years.

### **Landscape Design Schools**

1. The purpose of this committee is to educate club members and the public in the science of proper landscape design procedures and to serve as guardians and critics of our outdoor beauty with a greater appreciation of the environment, both natural and man-made. To accomplish this purpose, schools are held for landscape design study courses.
  2. Landscape design study courses are open to the public, but only members of federated garden clubs are eligible to receive the Landscape Consultants Certificate of the NGC after completing the series and passing the examinations.
  3. Landscape design schools are presented in a series of four courses of ten (10) hours each along with required reading covering two (2) days of instruction with examinations on the third day.
  4. The diversity of the course curriculum from history of landscape design to that of contemporary landscape architecture appeals to a broad range of interest.
  5. All instructors are landscape architects or accredited specialists in their field.
  6. A study manual containing all lectures of the course is mailed to each pre-registered student two (2) weeks prior to the school's opening.
- Current copies of the Handbook for Landscape Design Study Courses are available from NGC.

### **Landscape Design Schools Chairman**

1. Is responsible for Landscape Design Study Courses offered within the state and works with local chairman to conduct the courses properly.
2. Registers the course with the National Accrediting Chairman.
3. Ascertains that all courses conform to NGC standards.
4. Maintains all records for Landscape Design consultants in Kentucky and keeps them informed of their status.

### **LEGISLATION**

Executive Board Resolutions – It is the policy of The Garden Club of Kentucky, Inc. (adopted at the 1972 Annual Meeting) that any statement regarding policies of The Garden Club of Kentucky, Inc. will be released only through the President with approval of the Executive Committee.

#### **The State Legislation Chairman**

1. Stimulate statewide action and concern by advising all clubs of pending State and Federal environmental legislation which is in support or conflict with the objectives and purposes of The Garden Club of Kentucky, Inc. and the NGC.
2. If requested, the Chairman will assist them in the study of these Bills.
3. Formulate plans to support legislation which has been endorsed by the NGC and GCKY that pertains to garden club objectives.
4. No resolution shall be proposed at any meeting of The Garden Club of Kentucky, Inc. which has not first been submitted to the Executive Committee for study. In order that each proposed resolution may be acted upon with full knowledge of its content and intent, copies must be sent to the State President and each member of the Executive Committee prior to a scheduled Committee Meeting. Also, enclose a personal comment or recommendation concerning the legislation or bill pending. Copies of the resolution may be sent by electronic devise.

In addition to the above-mentioned copies, if a resolution refers to a bill which has been introduced in the State Legislature, one copy of the bill shall be sent to the State President and one copy to the NGC Legislation Chairman for their information. This procedure is necessary to assure that all resolutions submitted to The Garden Club of Kentucky, Inc. relate to matters within the proper scope of the organization.

#### **Pending Legislation or Issues**

Letters should be timely. Know the facts before contacting a legislator. Identify the bill or issue giving the correct Bill Number, or describe it by popular title. Concentrate on your own Senators and Representatives. Be brief. Write views, giving reason for your stand. Be constructive. If you have expert knowledge, share it with your Congressmen. A “Thank You” for your help when deserved is appreciated and paves the way for further communication. Know how to address mail properly to your Senators and Congressmen. Remember that legislating and passing bills through congress, State Legislatures and Local Government is only the beginning. Equally important is to follow

through and work toward implementation, funding and staffing. Be alert for possible weakening amendments.

### **LIFE MEMBERSHIP**

State Life members are garden club members who have shown their desire to be permanently identified with the welfare and progress of The Garden Club of Kentucky, Inc. This does not eliminate the payment of annual dues.

The fee for State Life Membership shall be equally divided between State Headquarters Capital Fund and Scholarship Fund. (Bylaws Article VI, Section 4)

The State Life Membership Chairman has application forms and State Life Membership pins. In the event the State Life Membership is a gift, the recipient will be notified with a letter of welcome, enclosed with a membership card. The donor will also receive an acknowledgment from the State Life Membership Chairman.

The Chairman must;

1. Receive applications from the State Treasurer.
2. Maintain a list of life members and keep up to date records of new or deceased members.
3. Assist in planning special seating, activity or program honoring State Life Members at the Annual Convention.
4. Stimulate interest in life membership by annually announcing new life members in the BULLETIN.

### **South Atlantic Regional and National Life Membership**

Any Federated garden club member desiring to promote the programs and ideals of garden club may apply for life membership by submitting an application through the State Life Membership Chairman.

### **LONG RANGE PLANNING COMMITTEE**

This committee consists of two (2) Past State Presidents that are appointed by the Advisory Board, State Treasurer and a representative from each of the five (5) districts as elected by the district at their fall meetings in odd years. Their duty is to look ahead to see how to better The Garden Club of Kentucky, Inc. and to form plans to accomplish what needs to be done.

### **MEMBER SERVICES CHAIRMAN**

Must stimulate interest in the products and programs available from National Garden Clubs through Member Services.

### **NATIONAL GARDEN WEEK**

The first full week in June is declared National Garden Week in Kentucky. Clubs are encouraged to have programs and special events to show their community what garden club membership is all about.

## **NATIONAL GARDENER**

The quarterly official publication of NGC contains material for members and is indispensable to club officers and chairmen.

The NATIONAL GARDENER Chairman must promote 100% club membership subscriptions to the publication. Interest may be promoted through displays at District and Annual Convention. Clubs with all dues paying members receiving the NATIONAL GARDENER will receive a 100% club citation at Annual Convention.

## **STATE NOMINATING COMMITTEE\_(Bylaw Article XIV)**

1. The organization meeting is to be held at Annual Convention in the even years.
2. It is recommended that the Chairman attend the five District Meetings in the odd years.
3. The Chairman should meet with and give committee members personnel sheets at the District Meetings to have completed by the time of the nominating committee meeting and send these personnel sheets to the Personnel Chairman for the files.
4. Accept recommendations for qualified candidates for each office from the five (5) districts.
5. Set a meeting place and time for committee to meet and contact the district representatives in plenty of time for them to either make plans to attend or to contact the alternate so that they may attend.
6. Have personnel sheets on each candidate for the committee to review.
7. At the committee meeting have ballot sheets available for secret voting.
8. Call each candidate that has been considered for a specific office to confirm their desire to serve in that office.
9. Check with the President-Elect for approval to avoid any conflicts with candidates that may serve under the incoming administration before the slate is finalized.
10. Forward the report of the committee to the State President with a copy for the Recording Secretary following the completion of the slate, report to the Executive Committee at the mid-winter meeting, and publish the report in the March issue of the BULLETIN.

## **ORGANIZATIONAL STUDY COMMITTEE**

The Organization Study Committee must be The Advisory Board. The President will appoint a Chairman from the Advisory Board.

The Committee must;

1. Review the Manual for updates, corrections and changes in policy and have this information added or deleted from the Manual as necessary, with the approval of the Executive Committee and/or General Assembly as required by Bylaws.
2. Receive suggestions from members of the Board of Directors for Bylaw Amendments.
3. Present proposed Bylaw amendments to the Executive Committee.

4. Be responsible for sending any proposed Bylaw amendment to the BULLETIN to be published prior to the Annual Convention.
5. All motions passed pertaining to official Bylaw amendments must be made available as manual inserts until the reprinting of the Manual.

## **PERSONNEL**

1. An active statewide personnel list of garden club members who are qualified, willing and available to serve the State as officers or as chairmen of Standing or Special committees shall be maintained and updated each administration.
2. This list, compiled from official personnel data sheets, should include such pertinent information as talents, special abilities, past accomplishments, past offices held in the garden club, experience in civic organizations, professional background, honors received, current activities, plus willingness and freedom to serve.
3. Personnel Sheets will have suggestions of offices and duties and categories for chairmanships.
4. The Personnel sheets will be available, to the State President, President-elect, state, Regional and National Nomination Committee Chairmen.

## **SPECIAL PROJECTS CHAIRMAN**

The Third Vice President is the South Atlantic Regional and NGC Special Projects Chairman.

## **SCHOLARSHIPS**

The scholarship program offers financial aid to outstanding students to encourage the study of horticulture, floriculture, landscape design, botany, plant pathology, forestry, agronomy, environmental and city planning and or allied subjects. The sources of the scholarships are The Garden Club of Kentucky, Inc., its individual donors, The Floral Clock and The National Garden Clubs, Inc. and the South Atlantic Region of the NGC, Inc. The number of scholarships offered each year varies according to monies available.

### **Qualifications for Scholarships:**

The Garden Club of Kentucky applicants must be:

1. A resident of Kentucky
2. A College junior, senior or graduate student when scholarship is used.
3. Attend an accredited Kentucky University
4. Major in one of the subjects listed above.
5. Make application to State Chairman by March 1.

### **The Scale of Points used for evaluation of applicants:**

1. Academic record 40%
2. Applicant's letter 25%
3. Extra curricular activities, honors, work experience 10%]
4. Financial need 20%
5. Recommendations 5%

## **Duties of State Scholarship Chairman**

The State Scholarship Chairman must

1. Become familiar with information relating to the scholarship program by reviewing folders provided by previous state chairman, GCKY Manual, National Gardener and information provided by National and Regional Scholarship Chairman.
2. Contact all universities in the state and make them aware of State, Regional and National Scholarships available, qualifications and procedures for applying. Inform secondary counselors about regional scholarships.
3. Promote club participation in contributing to Dollars for Scholars scholarship project fund and using the Friends of Scholars Book.
4. Publicize the scholarship program by articles in the BULLETIN, announcements of universities and news releases in hometown of recipients.
5. Keep a folder of information to pass on to the next chairman.
6. Maintain a record of applications, recipients, value of scholarships and other information of historical importance.
7. Recommend changes as needed in policies to the Executive Committee.
8. Inform all universities of applicants selected as recipients. Invite recipients and sponsor to Annual Convention.
9. Present scholarships at Annual Convention at time designated.
10. Acknowledge receipt of contributions for the friends of Scholars Book to donor and person honored and forward contributions to State Treasurer. Update information in the Book and display at Annual Convention.
11. Provide State Treasurer with information needed for issuing scholarship checks.
12. Prepare reports as required.

## **SMOKY BEAR –WOODSY OWL**

For information on this activity for youth see September Issue of the BULLETIN since the topics change annually. Encourage entries from Youth Clubs and other organizations.

## **SPEECH AND ESSAY**

For information on this activity for youth see September Issue of the BULLETIN since the topics change annually. Encourage entries from Youth Clubs and other organizations.

## **STATE HEADQUARTERS**

### **State Headquarters' Board of Trustees (Bylaws Article XIII, Section 3)**

1. Be responsible for the administration of the State Headquarters.
2. The Headquarters' Board of Trustees consist of the following voting members; One member from each of the five (5) districts, one member from the Bourbon County Garden Club, the Blue Grass Garden Club, and Millerburg Garden Club. Kentucky. Only these members have voting



- privileges. Each voting member will be given a voting card and all votes will be cast by way of voting cards.
3. Others who may attend with out voting privileges are The President of The Garden Club of Kentucky, Inc. The First Vice President, The BULLETIN Editor, Treasurer of GCKY , Book of Appreciation and Remembrance Chairman, Home Furnishing Chairman, Carriage House Chairman Arboretum Chairman, and Bourbon County Council.
  4. These members are responsible for all construction, maintenance and repair to the State Headquarters with approval of Executive Committee.
  5. The Chairman acts as liaison between the Headquarters and Executive Committee.
  6. A copy of all statements for Endowment, Savings Accounts, and Headquarters Petty Cash Fund will be maintained as given by the State Treasurer.

The State Advisory Board (Former State Presidents) is to be informed of all actions and events concerning the State Headquarters.

When a positive balance remains in the Headquarters annual budget it will be held in the Headquarters Fund for emergency or special projects. The Executive Committee of The Garden Club of Kentucky, Inc. will approve expenditures.

#### **State Headquarters' Foundation**

The fundamental mission of the State Headquarters' Foundation is financial support to The Garden Club of Kentucky's Inc. State Headquarters in Paris. This Chairman is appointed by the President of The Garden Club of Kentucky, Inc. on the basis of financial and fund raising capabilities and familiarization with Headquarters operations and financial needs.

#### **The Fund Raising Chairman for Headquarters**

1. May designate and appoint committees to manage and execute specific projects and give reports concerning Foundation projects to State President and Headquarters' Board of Trustees.
2. This Chairman shall coordinate the Foundation's budgets and projects with the State Headquarters Chairman to ensure the financial needs of the State Headquarters for both capital development and on-going maintenance are properly considered and prioritized.
3. This Chairman is required to abide by Bylaws Article VIII Section 10 Fund Raising.

The Foundation does not have a separate legal entity or recognition in its own right, solicitation of contributions proposing to the income tax deductible must be done under GCKY's 502(c)(3) umbrella.

#### **CENTURY AND MELLINIUM CLUB**

This club is to solicit funds to help the State Headquarters and Names of donors will be placed on a plaque at Headquarters.

#### **Book of Appreciation or Remembrance**

The funds from these donations are place in the Capital Fund.

## **WALLIS ARBORETUM**

The Nannine Clay Wallis Arboretum Chairman will accept Friends in membership, be responsible for brochures/guides and arrange tours, oversee the selection and acquisition of plant material and oversee maintenance.

## **WAYS AND MEANS**

The Chairman shall:

1. Stage an event annually, usually a “boutique”, and/or “plant sale” at the Annual Convention.
2. An advance may be given the Chairman, on request to the Executive Committee for purchasing items, but must be refunded following the money making event, with monies earned.
3. Notify each garden club about assistance in supplying items for the “boutique”. This can be done through the District Directors and also by printing articles in the BULLETIN by the January 1<sup>st</sup>. deadline. Clubs in host district are not required to participate in boutique.
4. An additional project may be planned if deemed necessary and approved by the Chairman and Executive Committee.
5. Monies earned from these projects are placed in the State General Fund.
6. This chairman is required to abide by Bylaws Article VIII Section 10 on Fund Raising.

## **WILDFLOWERS AND NATIVE PLANTS**

To encourage the use of wildflowers and native plants in the landscape and to make aware endangered species, also to control invasive plants.

## **YOUTH CHAIRMAN**

1. Works with Youth Advisors, which are appointed by the District directors from each of the five (5) Districts.
2. Provide information, guidelines and inspiration for organizing youth clubs.
3. Keep abreast of clubs in the state and their activities.
4. Helps organize Youth Clubs: must be sponsored by a federated senior club.
5. Encourage members to enter contest that are sponsored by GCKY and others
6. Be knowledgeable of Awards offered at State, SAR and National levels and promote applications by youth clubs.