

BYLAWS

The Rome Federated Garden Clubs, Incorporated

Revised 2019

Article I: Title

This organization shall be known by the name of The Rome Federated Garden Clubs, Incorporated, but may be referred to as The Federation.

Article II: Objectives

The objectives of The Federation, which is a charitable and educational corporation, shall be to coordinate the interests of area garden clubs by:

- A. Holding joint meetings of all member clubs.
- B. Sponsoring outstanding lectures and other programs for the education of members and/or the public in related fields.
- C. Sponsoring youth garden clubs.
- D. Sponsoring garden therapy activities.
- E. Sponsoring once during each administration a community project presented by an individual club according to its seniority date of entering The Federation; the choice as to type of project to be decided by the individual club. With approval of The Federation, projects may be proposed/requested by the city of Rome. The garden club in charge shall abide by local specifics as approved by The Federation.
- F. Encouraging, planning, and executing citywide planting programs by all member clubs.
- G. Coordinating through public relations the efforts of various groups toward the improvement of our community.

Article III: Corporate Policies

- A. The policy of this organization shall be non-sectarian, non-partisan, and non-profit.
- B. The Federation shall not legislate in community affairs for the member garden clubs.
- C. The Federation shall not legislate in the member garden clubs' internal affairs.
- D. The member clubs shall abide by standing policies as approved by The Federation.

Article IV: Membership

- A. Garden clubs eligible for membership are those who have met the requirements for membership in The Garden Club of Georgia, Inc. and are members in good standing. They shall be accepted into the Rome Federated Garden Clubs, Incorporated upon application and the sponsorship of a member club.
- B. Each club shall be allowed up to three (3) voting delegates at each meeting. One of these shall be the president of the club and the other two chosen by the president.
- C. The meetings of The Federation shall be open to all garden clubs in The Federation.

- D. Former presidents of The Federation, not in an active club, shall be honorary members and are entitled to a vote.

Article V: Election of Officers

- A. The officers of The Federation shall be:
 - 1. President(s)
 - 2. First Vice President
 - 3. Second Vice President
 - 4. Third Vice President
 - 5. Fourth Vice President
 - 6. Recording Secretary
 - 7. Corresponding Secretary
 - 8. Treasurer
- B. Members eligible for office shall be active members of affiliated clubs. The term of office shall be for two (2) years. No officer shall be eligible for more than two (2) terms.
- C. The nominating committee shall be composed of the three immediate past presidents, with the senior president as chair.
- D. Officers shall be elected at the January meeting of each odd year and installed at the May meeting. They will serve from approximately June 1 through May 31. Nominations may be made from the floor provided the consent of the nominee has been obtained.

Article VI: Duties of Officers

- A. The president(s) shall preside at all meetings of The Federation, of the executive committee and administrative board, and shall perform all other duties consequent upon her/his office. She/he shall appoint a chair of all standing and special committees and shall help extend the work into all parts of the area according to local needs and state plans. The president(s) shall be ex-officio of all committees except the nominating committee. Each year the president(s) shall attend the annual meeting of The Garden Club of Georgia, Inc. Every odd year the incoming president(s) shall also attend the meeting. The registration fees shall be paid by The Federation. In the absence of the president(s), the duties of the president(s) shall be performed by the vice presidents in their order.
- B. The first vice president shall act as an aid to the president(s) and shall succeed the president(s) in office. She/he shall keep a permanent record book of all local publicity pertaining to the meetings, civic development, flower shows, and other activities of The Federation.
- C. The second vice president shall be chair of civic improvement and shall supervise and direct all planting programs sponsored or endorsed by The Federation, including roadside parks, roadside plantings, and city-wide plantings. She/he shall be responsible for promotion of clean-up campaigns, and work with elected city and

- county officials in conservation and ecology programs. She/he also works with litter control and waste management.
- D. The third vice president shall assist member clubs in the annual community projects. She/he shall notify the club responsible for the project with other member clubs according to The Federation policies. She/he shall list and maintain for reference all properties owned by The Federation and used by Rome Federated Garden Clubs, Inc.
 - E. The fourth vice president shall be the chair of the Garden Center. She/he shall coordinate activities of the hospitality and landscape chair. The Garden Center shall be maintained monthly by individual clubs in alphabetical order according to the Garden Center policies. She/he is also in charge of community relations.
 - F. All vice presidents shall have the privilege of asking other members of The Federation to serve on their committees.
 - G. The recording secretary shall keep a correct record of the minutes of each meeting of The Federation, the executive committee, and the administrative board. She/he shall keep an accurate list of the names and addresses of the officers and members of each member club. She/he shall keep an accurate roster of member clubs and their representative in attendance at meetings.
 - H. The corresponding secretary shall conduct such correspondence as The Federation and the administrative board may direct. She/he shall serve as the newsletter editor.
 - I. The treasurer shall have charge of all funds belonging to The Federation. She/he shall collect all dues and keep an accurate account of same according to financial policy. As chair of the finance committee, she/he shall present the budget at the March meeting.
 - J. The parliamentarian, appointed by the president(s), shall advise on all matters pertaining to parliamentary law and procedure.
 - K. The chaplain is appointed by the president(s) to provide an inspirational thought/devotional/prayer before meetings and other events. The chaplain shall keep a record of anyone who dies during the year and forward the list to the Laurel District chaplain and The Garden Club of Georgia, Inc. chaplain for the memorial service at the annual meeting/convention. At the direction of the president(s) the chaplain shall send an appropriate card to an ill member or the family of a deceased member/family member.

Article VII. General Meetings

- A. There shall be five (5) general meetings a year—August, November, January, March (annual meeting as specified in the Charter), and May.
- B. A quorum for a general meeting shall be those in attendance. Vote will be held regardless of club representation. Each club shall have a maximum of three (3) votes.
- C. Any motion to be presented at a general meeting must be presented in writing to the president(s) at least 24 hours prior to the time of the meeting.

Article VIII. Executive Committee

- A. The executive committee shall be composed of the elected officers of The Federation, the parliamentarian, and the immediate past president(s).
- B. The executive committee shall meet least annually as specified in the charter; at the call of the president(s); or upon written request of three (3) members of the administrative board.
- C. The executive committee shall carry on the business of The Federation between meetings.
- D. Vacancies in offices shall be filled by the nominating committee.
- E. Former presidents will serve as advisors to the executive committee.

Article IX: The Administrative Board

- A. The administrative board shall be composed of the elected officers and standing committee chair.
- B. The administrative board shall meet at the discretion of the president(s).

Article X: Standing Committees

- A. Standing committees shall be appointed by the president(s) as needed following national, state, and federation guidelines.
- B. The duties of these committees shall be approximated on the local level according to The Guide of The Garden Club of Georgia, Inc. and or policies of The Federation.

Article XI: Dues

- A. Dues for membership in The Federation shall be a specific amount per member of each member club.
- B. Dues shall be collected and dispersed according to The Federation’s financial policy.

Article XII: Parliamentary Authority

- A. Robert’s Rules of Order, Revised shall govern this organization except when inconsistent with these bylaws.
- B. Standing policies for specific committees shall be formulated by the specific chair involved with a committee of her/his choice, subject to the review of the executive committee and the administrative board. Policies shall be approved by The Federation.

Article XIII: Amendments to Bylaws

The Rome Federated Garden Clubs, Inc. Bylaws may be amended or any provision repealed or added at any general meeting by a two-thirds vote of those present who are registered and qualified to vote, provided a copy of the proposed amendment(s) have previously been approved by the administrative board, and shall have been sent in writing or by email to each member club at least thirty (30) days before the next general meeting.

POLICIES AND PROCEDURES
of
The Rome Federated Garden Clubs, Incorporated
Revised 2019

BYLAWS

- I. The duties of the bylaws chair are to:
 - A. Review the bylaws of The Rome Federated Garden Clubs, Inc. (RFGC or The Federation) at the beginning of each term of new officers.
 - B. Collect changes and additions from other committee chair.
 - C. Write suggested changes and present to the RFGC administrative board.
- II. The administrative board will decide on any action to be taken.
- III. It is the responsibility of each officer and committee chair to review her/his bylaw information and policies and procedures upon taking office.

CIVIC IMPROVEMENT

- I. The duties of the civic improvement chairman shall be the responsibility of the second vice president of The Rome Federated Garden Clubs, Inc. The responsibilities of this chairman are to:
 - A. Supervise and direct all of The Federation sponsored planting programs.
 - B. Cooperate with Rome City and Floyd County officials in conservation and ecology programs.
 - C. Serve as liaison between the sponsor of the Civic Beautification Contest and The Federation.
 - D. Cooperate with the Rome-Floyd Clean Community Commission in promoting and coordinating clean-up campaigns, trash, and recycling projects. Directing the yearly presentation of a litter control program to all third grades in Rome and Floyd County by two representatives from each member club.
- II. The responsibilities of the garden clubs for Civic Improvement are to:
 - A. Register their projects each year with the Second Vice President.
 - B. Cooperate with recycling and waste management or similarly endorsed programs.

- C. Apply for civic improvement awards, if applicable, with the help of The Federation's Award Chairperson.

COMMUNITY PROJECT

Starting with the calendar year 1992 by seniority rotation, a member club of The Rome Federated Garden Clubs, Inc. will organize a meaningful community project during each administration. The project shall emphasize one aspect of The National Garden Clubs., Inc. (NGC) objectives as described in The Guide of The Garden Club of Georgia, Inc. (GCG).

- I. The responsibilities of the organizing club are to:
 - A. Present a suitable project to RFGC in May of the year preceding the calendar year before which the project is to begin.
 - B. Include in the presentation the objectives, guidelines, budget, time frame, award possibilities expected from both The Federation and the member clubs.
 - C. Propose a two-year project which may be a standard flower show, a horticulture education project, civic beautification, conservation promotion, youth activity, garden therapy, waste management conference, basic design course, ways and means for a specific need or an extension in depth of an annually sponsored Federation project.
 - D. Appoint a chair and co-chair of the project who shall attend RFGC meetings from the time of approval to termination.
 - E. Work with The Federation awards committee in accumulating information.
 - F. Be responsible for all funds not specifically allocated by RFGC. Should the project make money, it shall belong to the organizing club.

- II. The responsibilities of RFGC are to:
 - A. Provide the third vice president to serve as the consultant and coordinator for the club during the duration of the project.
 - B. Contribute \$1.00 per member annually as seed money for the project. This sum shall be based on the number of dues-paying members each June. This sum shall be available to the organizing club any time during the project.
 - C. Submit to The Garden Club of Georgia, Inc. at no cost to the organizing club, an award application based on some aspect of the project.
 - D. Work with the presidents of the other member clubs in assigning certain responsibilities commensurate with the scope of the project.
 - E. Be a liaison between the organizing club and the Rome community should any local assistance be useful.
 - F. Be a liaison between the organizing club and The Garden Club of Georgia, Inc. should any assistance be necessary.

- III. Responsibilities of other member clubs are to:
 - A. Contribute according to their individual experience, knowledge, talents, etc. which might help the organizing club make the project a success.
 - B. Review the requests for specific assistance by the organizing club and fulfill these, when possible, after The Federation has approved the project.

COMMUNITY RELATIONS

- I. Responsibilities for the mini-center at the Rome-Floyd County Library are to:
 - A. Prepare a flower schedule for the library. The fourth vice president is in charge of schedule.
 - 1. Coordinate a program whereby RFGC member clubs, in alphabetical order, will place an exhibit at Rome-Floyd County Library for a period of two (2) weeks at a time.
 - 2. Notify each club chairman of her assigned dates well in advance.
 - 3. Compile a duty roster and distribute same to each member club.
 - 4. Arrange a display should a suitable case be available.
 - B. Place an exhibit (floral arrangement or plant specimen) at the Rome-Floyd County Library on assigned dates. Individual clubs are responsible according to the schedule. In addition, the club will:
 - 1. Provide a small card to accompany the exhibit with the following information:
 - a. Name of plant or material in exhibit (botanical name, if known)
 - b. Name of the garden club (on back the name of exhibitor and telephone number)
 - 2. Pay attention to the size of the exhibit in relation to the space available.
 - 3. Maintain the exhibit until it is removed.
 - 4. Pick up container or plant at the end of the assigned two weeks.
- II. The responsibilities for special events are to:
 - A. Coordinate special event approved by RFGC outside of the education program and the Day in May.
 - B. Request a designated chair and work together to form guidelines and a committee.
 - C. Request input and/or refreshments from member clubs.

ENVIRONMENTAL CONCERNS

- I. The duties of the environmental concerns committee are to:
 - A. Educate all club and community members about the environment with help from National Garden Club, Deep South Region, Garden Club of Georgia, Inc., and Laurel District Chairman. Ways to protect our land, air, and water should be emphasized, and information on local programs such as recycling should be distributed.
 - B. Form an active committee made up of members of The Federation as well as National Garden Club environmental consultants and those enrolled in Environmental courses as needed.

- II. If there is no legislation committee, this committee will inform members of bills before the Georgia Legislature that impact the environment and recommend action following the lead of The Garden Club of Georgia, Inc. board.

DAY IN MAY

- I. The responsibilities of the Day in May committee are to:
 - A. Coordinate plans for the bi-annual Day in May celebration at the end of the second year of an administration.
 - B. Assign food responsibilities to member clubs.
 - C. Print awards.
 - D. Send invitations for the event (by email or mail as necessary) to:
 - 1. Those being honored by The Federation and by individual garden clubs.
 - 2. The Federation Board
 - 3. Rome City Mayor
 - 4. Rome City and Assistant City Managers
 - 5. Floyd County Manager
 - 6. Rome City Arborist
 - 7. Rome City and Floyd County Commissioners
 - 8. Current (last two years) garden club President(s)
 - 9. All prior federation presidents
 - 10. All Federation Life Members including new Federation Life Members
 - 11. All Live Oak Award recipients and new recipient
 - 12. State Representative
 - 13. Rome News-Tribune
 - 14. Rome History Museum and Chieftains Museum Directors
 - 15. Rome Tourism and Welcome Center representation
 - 16. Nelle Reagan/radio

II. The member club responsibilities are to:

- A. Provide requested food.
- B. Provide requested honoree list of individuals (with full name, address and email address) who have helped member garden clubs in some way in the last two years. These individuals will receive invitations to the Day in May luncheon.
- C. If a club or individual wishes to provide a Federation Life membership or other life membership (GCG, Inc., Deep South, or NGC, Inc.), submit the form with name, address, and proper payment to the treasurer of The Federation.
- D. Submit all names and addresses of honorees are to be submitted to the Day in May chairman three weeks before the date of Day in May so invitations may be sent in a timely manner.
- E. Help with set up and clean up.

EDUCATION

I. The responsibilities of the education chair are to:

- A. Obtain outstanding lecturers and/or plan a program or program series for the education of RFGC members and the public.
- B. Offer at least one education opportunity during the first year of each administration.
- C. Offer money currently accumulated in the education fund for expenses.
- D. Coordinate with clubs to provide refreshments for the education presentation.
- E. Encourage member clubs to participate in education projects and attend workshops endorsed by The Garden Club of Georgia, Inc.

II. The responsibilities of the clubs are to:

- A. Encourage members to attend these educational opportunities.
- B. Furnish refreshments upon request.
- C. Help with set up and clean up.

FINANCE

I. The fiscal year of The Rome Federated Garden Clubs, Inc. shall be June 1-- May 31.

II. Dues and club assessments shall be paid by the individual clubs to The Federation treasurer at the January meeting. A club will be considered delinquent if it has not paid its dues by The Federated March meeting and will be fined \$30 per RFGC meeting date. Guidelines for paying individual dues and assessments include:

- A. All club members—active, professional, associate, honorary, or otherwise affiliated with a club or The Federation—must be covered by The Federation dues in order to

be eligible for board responsibilities, use of the Garden Center, silver trophy awards, some flower show ribbons, and copies of the newsletter.

- B. A complete list of members' names, emails, addresses, and phone numbers must be included with the membership dues, or they shall not be accepted as payment.
- C. New members, affiliated with a club between January 1 (when the dues are due) and June 1 of that year, shall be expected to pay full dues. Later memberships will not have to pay until the following January.
- D. Each garden club shall be assessed \$15.00 per year for The Federation education fund. The balance in the funds shall be cumulative.

III. The responsibilities of the finance committee are to:

- A. Oversee all RFGC financial transactions. The treasurer shall act as chair; a former treasurer of The Federation and the president-elect and/or the current president shall assist.
- B. Present annual budget to the delegated representatives of the individual clubs for approval at the May meeting. It shall be developed by the finance committee, appear in the March "Federated Facts" and presented by the treasurer.
- C. Authorize all unplanned expenses. Should the expenses be over \$100.00, they must also be approved by the executive committee. Should they be over \$500.00, they must be approved by the executive board and then by The Federation, either at a called meeting or the next regularly scheduled meeting of The Federation.
- D. Determine the necessity for instigating a ways and means project.

IV. The responsibilities of the treasurer are to:

- A. Receive all dues, assessments, donations, and funds raised from ways and means projects and deposit them into appropriate accounts.
- B. Submit a written report at each RFGC meeting on the financial condition of each of the accounts of The Federation to include operating, savings, and renovation accounts.
- C. Remit assessments received from individual clubs for the community project to the organizing club in the June preceding their operating year. The federation shall not be responsible for other financial transactions related to this project, other than those specifically approved for community projects.
- D. Pay all expenses approved by the budget when submitted with completed expense forms and receipts for verification. Receipts are required for payment.
- E. Remit or reimburse expenses of registration for the president and/or vice president to the annual Georgia State Convention.
- F. Serve as chairman of the finance committee.

FLOWER SHOWS

- I. The responsibilities of the organizing club(s) are to:
 - A. Appoint a chair to coordinate the show and other necessary committees. She/he shall sit on The Federation board.
 - B. Select the date, place, and theme of the show, and write a schedule accordingly.
 - C. Conform with all other flower show practices as expressed in The Handbook of National Council and The Guide of The Garden Club of Georgia, Inc.
 - D. Open the show free of charge to all members of The Federation, students, and senior citizens.

- II. The responsibilities of The Rome Federated Garden Clubs, Inc. are to:
 - A. Provide the third vice president as a consultant and coordinator between the present club and The Federation.
 - B. Obtain the judges and purchase the ribbons.
 - C. Put at the disposal of the show chairman all RFGC flower show properties, supplies, and trophies.
 - D. Furnish a photographer and, if justified, submit the show's book of evidence, the schedule, and the educational award exhibit to The Garden Club of Georgia, Inc. for awards. (The awards committee for the show must work with the awards committee of The Federation in submitting these entries.)
 - E. Organize drawing for other club's assignments at least six (6) weeks before the show.
 - F. Furnish the Garden Center for storage, workspace, and special events as necessary.

- III. The responsibilities of member clubs are to:
 - A. Contribute one design entry per club.
 - B. Contribute an additional entry as needed in design, educational exhibit, or special exhibit.
 - C. As needed, furnish clerks and hostesses for the show.
 - D. Enter quality, groomed horticulture.

GARDEN CENTER

“A Garden Center is a focal point for promoting all phases of garden club work. . . . It provides a headquarters where clubs can unify their goals to achieve together what would be impossible to do individually.” (National Council Brochure) The Rome Federated Garden Center is located at 100 East Eighth Street.

- I. The responsibilities of The Rome Federated Garden Clubs, Inc. are to:
 - A. Provide the fourth vice president to serve as chair of the Garden Center.

1. Oversee the general upkeep of the building, both inside and outside. (Someone may be hired to provide surveillance, grass cutting, leaf raking, and litter control.)
 2. Prepare a calendar for the year, and post it in the Garden Center.
 3. Post the Garden Center task schedule listing items needed each month and the club responsible to bring them to the center.
 4. Keep a key to the Garden Center.
 5. Notify in advance the club responsible for the month's upkeep of the center and provide a checklist of duties. Checklist can be filled out and left at the center.
 6. Notify the member club responsible for the month if any events will be occurring during the month.
 7. Check the Garden Center.
- B. If requested, help the hospitality chair or any member clubs using the Garden Center.

II. The responsibilities of member clubs (rotation is alphabetical) are to:

- A. Appoint a Garden Center chairman to oversee Garden Center responsibilities.
- B. Be responsible during its assigned month for an assigned task plus vacuuming, dusting, and cleaning the kitchen and bathroom. Check the Garden Club task schedule for the assigned monthly additional needs.
- C. Provide refreshments for RFGC meetings during its assigned month. (See separate hostess schedule.) i.e.: coffee, water, fruit, muffins, cookies, etc.
- D. Be responsible for cleaning the premises when using the Garden Center for club or committee meetings (i.e. floor, tables, kitchen, and bathroom) and removing all trash as there is no garbage pickup. Return all tables, chairs, etc. to their proper places.

III. The uses of the Garden Center are to:

- A. Provide each club a file drawer. All items should be stored in tightly sealed plastic boxes—no cardboard boxes.
- B. Hold general meetings, executive meetings, and administrative board meetings of The Federation which receive priority on the calendar.
- C. Hold meetings of youth clubs. These should be placed on the calendar at the beginning of each year.
- D. Provide space for member clubs to have as many workshops or regular meetings as needed. These must be cleared with either the fourth vice president or the hospitality chair. Master calendar should be checked.
- E. Provide space for two weeks in November and one week in January for the exclusive use of the Awards Committee. Master calendar should be checked.
- F. Garden club public relations functions, judges' coffees, presidents' workshops, etc. staged by the member clubs or The Federation.

- G. Due to insurance coverage and non-profit status of The Rome Federated Garden Clubs, Inc., the Garden Center is not available for use by non-Federated groups.

GARDEN THERAPY

This program promotes the therapeutic aspects of gardening by providing guidance for gardening activities at local hospitals, nursing homes, senior centers, and other worthwhile organizations. In 2016, the GCG expanded the focus and asked local garden clubs and councils/federations to become more directly involved and sponsor these projects. Clubs and federations may apply for matching grants to help defray the cost of the projects. Guidelines and the application form can be obtained from the GCG website.

- I. The responsibilities of the RFGC garden therapy chairperson are to:
 - A. Work with the club chairs to plan activity programs suitable for garden club members and their target populations.
 - B. Keep a record with information from the individual clubs on all garden therapy activities.

- II. The responsibilities of the member clubs are to:
 - A. Appoint a garden therapy chair to coordinate the club's activities.
 - B. Ensure all supplies needed for the activities are provided.
 - C. Inform The RFGC garden therapy chair of the date and type of activity provided.
 - D. Take pictures, if possible, for award applications.

Decorated felt Christmas stockings, Easter eggs, and Fig Leaf activities are no longer part of the official Garden Therapy Program. The GCG is now categorizing these as community service projects. Clubs will get credit for these activities on the annual President's Report of Club Activities.

HOSTESS/GREETER/TIMER

- I. The responsibilities of the hostess/greeter are to:
 - A. Be present at all meetings of The Federation.
 - B. Make sure all attendees pick up an agenda and handouts before the meeting.
 - C. Welcome guests and introduce them to the president(s) and members.
 - D. Pass out any additional items to attendees and remind them to collect all belongings at the end of the meeting.

II. The responsibilities of the timer shall be the following:

- A. Indicate to the speaker that time is almost up by a show of hand.
- B. Ring the bell gently when the speaker's time is up.

YOUTH ACTIVITIES

Member clubs are encouraged to sponsor youth activities related to the goals of The Federation. Youth garden clubs may be organized by clubs. In addition, activities may be led by club members working with teachers in the schools and related to classroom subject matter without forming a traditional youth garden club. Students should be informed of the awards available and assistance given in making award applications. If a member club needs help with financing the youth activities, application may be made to the finance committee for funding. The Garden Center may be used for this purpose as needed.