

LOUISIANA GARDEN CLUB FEDERATION, INC.
MEMBER OF NATIONAL GARDEN CLUBS, INC.



220 Farmington Dr.
Lafayette, LA 70503
337-984-2538
roxannachamp@cox.net

Allow me to introduce myself to you as the LGCF Membership Promotion Chairman. Enclosed are materials to assist you in forming a federated garden club and becoming a member of the Louisiana Garden Club Federation, Inc. Each one of our eight districts has a Membership Mentor who will be able to assist you with this process. In addition, your District Director or any other federated garden club member may provide you with guidance and explanation of the items contained in this packet.

I would like to have the ability to follow the progress of your new club as you go through the federation formation process and to keep accurate records of your progress. The information and forms in this packet are to be used by your club as it progresses through the journey in becoming a federated club. The last two pages of the packet are "survey forms. I will use the information gleaned from the survey forms to make the process easier and more standardized, to keep a record of newly federated clubs, and to prepare the Certificate of Federation for the club. As the process of federation begins, I would like the first form to be filled out and sent to me. When the federation process is completed, I would like to receive the closing survey form. Upon receipt of the closing survey, I will fill out the Certificate of Federation, sign it, and pass it on to Yvette Hebert, LGCF President, to sign, who will send it on to the District Director. The DD will then sign the certificate and present it to the newly federated club.

To learn more about the scope of Louisiana Garden Club Federation, Deep South Region, and National Garden Clubs, Inc., I encourage you to visit the following websites:

http://lgcfinc.org	(LGCF)
dsregion.org	(Deep South Region)
gardenclub.org	(National Garden Clubs, Inc.)

I look forward to your club joining LGCF and NGC and applaud your desire to become federated. Please contact me if you have any questions in your journey.

Sincerely,

Roxanna Champagne
LGCF Membership Promotion Chairman

OBJECTIVES OF THE LOUISIANA GARDEN CLUB FEDERATION

The objectives of the Louisiana Garden Club Federation are:

- 1. To bring into closer relationship the Garden Clubs of the State of Louisiana to coordinate the interests of the separate Garden Clubs; and to promote the organization of new clubs.**
- 2. To aid in the conservation and protection of our natural resources, encourage civic beauty and stimulate roadside beautification.**
- 3. To advance the fine art of gardening, of landscape design and the study of horticulture.**
- 4. To further horticultural education, conservation and landscape design through gift scholarships.**
- 5. To exist on a nonprofit basis for benevolent, charitable, scientific and educational purposes conducive to the well-being of the community and useful to the public.**

LGCF Handbook

Articles of Incorporation of Louisiana Garden Club Federation, Inc.

Steps in becoming a federated club:

1. Purchase a copy of the Louisiana Garden Club Federation, Inc. Handbook before you begin the process. The handbook will guide you on setting up your club. Approximate cost \$5:00
The handbook may be obtained by contacting the **LGCF 2nd Vice President Mary Jane Peters**:

Mary Jane Peters

189 Oakdale Loop
Houma, LA 70360-5932
985-580-2864
maryjanegarden@comcast.net

2. Contact your district Membership Mentor or District Director. She will be mentoring your club through the process of becoming a federated garden club.

District	Director	Email	Phone	Membership Mentor	Email	Phone
I	Donna St. Louis	stlouis1@cox.net	504-3925393 504-236-5717	Betty Bagert	blbagert@aol.com	504-888-0018
II	Patricia Ortalanl	tricia8139@aol.com	504-341-1393 504-259-8536	Billie Massa	Masco3@juno.com	504-737-0390
III	Roxanna Champagne	roxannachamp@cox.net	337-984-2538 337-298-5099	Donna Bucci	dcbucci@cox.net	985-395-9693
IV				Sybil Colicchio	sybilshrv@bellsouth.net	318-797-7632
V	Beth Erwin	kcrew@ne-tel.net	318-847-7778	Mary Sue Colvin	Jhcolvin2@bellsouth.net	318-723-4725
VI	Gail Lonibos	glonibos@yahoo.com	225-257-4740	Peggy Cazes		225-272-1743
VII	Jennifer Granger	jenigra53@camtel.net	337-598-2630	Margo Racca	mracca@centurytell.net	337-582-7339
VIII	Diane Bordelon	dianebordelon@gmail.com	318-997-2467 318-359-2444	Sara Weiss	saraweiss@ymail.com	318-445-7523

3. Submit to your District Director the Application for Membership Form and your annual dues* with the Dues Remittance Form to the LGCF Treasurer Betty Foret. For questions about dues contact LGCF Treasurer Betty Foret. Her name and contact information is on the bottom of the dues remittance form.

*State and National Payment of Dues

The following is an excerpt from the Bylaws of Louisiana Garden Club Federation, Inc. Handbook:

Article III – Membership

Section 1. (a) Application of a senior club for membership shall be upon recommendation of a member club or of the Director in the District in which the club is located and shall be sent to the State President. After approval of the Membership Committee and payment of annual dues for the first year, the club shall be a member;

(b) Annual dues shall be five dollars (\$5.00); four dollars and fifty cents (\$4.50) for the Louisiana Garden Club Federation and fifty cents (.50) to National Garden Clubs for each member of the club as of June 1, the beginning of the fiscal year, due and payable to the State Treasurer on April 1 and delinquent after June 1. Clubs in arrears shall not be eligible to apply for State of National Awards and clubs whose dues are not paid before the Annual Convention shall not be entitled to representation at the Convention. If dues are not paid by the end of the fiscal year, May 31, the club shall be dropped from membership in the Federation, thirty days (30) written notice having being given by the Treasurer. Garden Clubs becoming federated between November 1 and May 31 must pay half the annual dues of its members in order to be in good standing.

Procedures for Forming a New Garden Club

1. Contact Prospective Members

Set a convenient time and place and invite interested friends and neighbors for the purpose of organizing a garden club. Garden club members in the area should be invited to attend to speak on the benefits of a garden club, especially a federated club. These members should be acquainted with the state organization in order to answer questions.

2. First Meeting

On the meeting day, the one who invited the interested persons will either serve as the temporary chairman or appoint another. The temporary chairman will, in turn, ask someone to serve as temporary secretary. The garden club members in attendance should explain the objectives of federated garden clubs, the responsibilities and benefits including the amount of dues paid to the State Garden Club and to NGC. At some point, after the discussion, the group will decide whether they wish to form a society and either by unanimous consent or by formal vote, the decision is made to organize and become federated. The temporary chairman appoints a bylaw committee and the date for another meeting is set. This bylaw committee should be provided with a copy of the bylaws of the State Garden Club so as not to be in conflict. (This is in the LGCF, INC Handbook)

3. Second Meeting

After the call to order by the temporary chairman and the reading of the minutes by the temporary secretary, the bylaws are presented, debated and adopted. A recess is taken for those present to become members by signing a paper (charter members) and the payment of dues as outlined in the bylaws. The next business would be the nomination from the floor and the election of officers. After the election, the President takes the chair and the Secretary records the minutes of the meeting from that point on. Such necessary business of the new society may be transacted which may include a notification to the Membership Mentor of their district and their District Director of their desires to become a federated club.

Suggested Bylaws for a New Club

Article I – Name

Full and complete

Article II – Object

Check State Garden Club bylaws for suggested objectives – encourage interest in all phases of home gardening and promote civic beautification, conservation of natural resources, etc.

Article III – Membership

Types of membership; how to apply, any restrictions; what vote to be admitted and by what body; dues, when payable, when delinquent, when dropped for non-payment, reinstatement.

Article IV – Officers

Names of officers; qualifications; how nominated and elected (Nominating Committee); term of office and when term begins; can serve more than one term or not; duties of officers

Article V – Meetings

Regular and annual meetings, what day of month, for how many months, special meetings and how they are called including notice time; quorum.

Article VI – Executive Board

Members; how much power; meetings; quorum.

Article VII – Committees

Standing Committees named and appointment procedure; how special committees can be formed and by whom. President, board and/or assembly.

Article VIII – Parliamentary Authority

How bylaws can be amended – 2/3 vote with previous notice

Article X – Dissolution

Procedure for dissolving based on the rules of the State Garden Club and/or state law.

Standing Rules

After the organization has been established, there will be a need to adopt standing rules which may be adopted by a majority vote at any meeting, amended by a majority vote with notice or vote without notice and can be suspended for the duration of any meeting. The time of your meeting should be a standing rule and not a bylaw. Standing rules are related to the details of the administration of a society rather than to parliamentary procedure.

LOUISIANA GARDEN CLUB FEDERATION, INC.

MEMBER OF NATIONAL COUNCIL OF STATE GARDEN CLUBS, INC



APPLICATION FOR MEMBERSHIP

Date _____

Name of Club _____

Location _____ Parish _____ District _____

Date of Organization _____ Number of Members _____

Regular Meeting Date _____

Time and Place of Meeting _____

Club President _____ Phone # _____

Address _____

Email _____

Club Treasurer _____ Phone # _____

Address _____

Email _____

President and Treasure Names and Addresses shall be kept up to date by sending them to the President as soon as elected.

State and National Dues must be sent with this application.

Club on Federating pledge themselves to support and cooperate with aims and purposes of Federation.

Art. III, Section 2 of Louisiana Garden Club Federation Constitution and By-Laws reads:

MEMBERSHIP SHALL BE BY RECOMMENDATION OF A MEMBER CLUB OR THE DISTRICT DIRECTOR IN WHICH APPLICANT IS SITUATED AND SENT TO THE PRESIDENT FOR APPROVAL.

Signature of Club
President _____

Signature of State
President _____

Signature of District
Director _____

LOUISIANA GARDEN CLUB FEDERATION, INC. DUES FORM (Revised 4/2013)

Garden Club _____ District _____

Club Treasurer _____ Telephone _____

Address _____ E-mail _____

STATE DUES: Year _____ Payable April 1 – Delinquent June 1

For each member (except LGCF Life members) pay \$5.00 (\$4.50 State/\$.50 National)

For each LGCF Life member pay only \$.50

Number of Members _____ @ \$5.00 = \$ _____

Number of LGCF Life Members _____ @ \$.50 = \$ _____

Total Number of Members _____

Total Amount Dues Paid \$ _____

YOUTH CLUBS \$1.00 per club per year

Ecotots _____ Junior _____ Intermediate _____ High School _____

Total Amount Youth Dues Paid \$ _____

SPECIAL FUNDS:

Headquarters \$ _____

Scholarships \$ _____

Other _____ \$ _____

DONATIONS:

Land Trust \$ _____

Natural Disaster Fund \$ _____

Other _____ \$ _____

TOTAL AMOUNT OF CHECK ENCLOSED \$ _____

(Note: Please put name of Club and District on the check)

Make check payable to LOUISIANA GARDEN CLUB FEDERATION, INC.

Mail check and this form to:

Betty Foret

7929 HIGHWAY 31

OPELOUSAS LA 70570-1620

bgforet@yahoo.com

Phone - 337-942-6423

REMINDER: Don't forget Memorials and Life Memberships (State, Deep South and National).

These should be mailed to either the Memorials Chairman or the Life Membership Chairman.

You Are Invited To A New Garden Club!

Want to Share?

- Gardening Tips
- Leadership Skills
- Knowledge with Youth

Like Horticulture?

- Houseplants
- Landscape Design
- Indoor Gardening
- Organic Gardening

Interested in the Environment?

- Energy Conservation
- Recycling
- Pollution & Litter Control
- Habitat Protection

Are You Creative?

- Floral Designs
- Landscapes
- Seasonal Displays

All of This, Plus Fellowship and Fun are Part of
What Garden Club is All About!

Please Join Us On _____ at _____

Location _____

For More Information Contact: _____

At _____

LOUISIANA GARDEN CLUB FEDERATION, INC.

IDEAS TO INCREASE MEMBERSHIP

How To Attract New Members

1. Word of mouth
2. Personal invitations-neighbors, friends, family
3. Articles in the Newspaper about garden club activities
4. Invite people you see that seem to enjoy gardening
5. Invite "Garden of the Month" winners- give 1 year free membership
6. Contact new people in the community
7. Ask to speak at Civic Clubs (Rotary, Kiwanis, etc.)- encourage to join
8. Invitations to Flower Shows
9. Have demonstrations at Flower Shows or other civic activities
10. Create displays at libraries and other civic buildings during National Garden Week
11. Make meeting times "more friendly" for working mothers
12. Give presentations to other clubs and organizations- invite them to one of your club meetings
13. Supply on-going exhibits at your local library-have club application available
14. Provide a workshop for members and non-members- teach a simple flower design with each participant making one
15. Invite a friend to your club's Christmas Party
16. Have a special coffee or tea with each member bringing a guest
17. Invite friends to a "Decorate a Hat Contest"
18. Make your community aware of your activities
19. Use referrals from other members
20. Smile- show you are having fun at work/project sites
21. Have a "Meet and Greet" at some type of civic activity
22. Send out invitations to special activities in your club
23. Offer 1st year dues free to new members
24. Hold meetings at public places; area civic centers, libraries, etc. (club size is less likely to be restricted)
25. Advertise
26. Have an active membership committee
27. Invite someone to come to one of your meetings as a guest to see what garden clubs are all about
28. Leave fliers at public places; applications, club activities, etc.
29. Have an incentive prize for members that bring in new members
30. Hold an "Open House" displaying scrapbooks, awards, educational exhibits, flower designs
31. Hold a Tour of Homes
32. Facebook exposure
33. Talk about garden club activities to anyone who will listen
34. Make club membership information available to new-comer groups in your city
35. Hold meetings in the evenings or on week-ends
36. Have couples clubs
37. Invite younger friends to monthly meetings and inform them of the projects that we do for the betterment of our community
38. Include a school in a program/project. This will draw attention to the garden club to younger women
39. Have open membership in your club
40. Leave invitation at restaurants
41. Encourage Youth Clubs at schools
42. Invite prospective new members 5-7 times (sometimes it takes many times before they come)

How To Keep Our Members

1. Programs of interest
2. Good Food
3. Good Field Trips
4. Involve them in projects and committees
5. Make the meetings special
6. Delegate responsibilities according to interest and ability to keep them interested
7. Do not overload responsibilities to new members
8. Pinpoint individual interests and schedule assignments with their interests in mind
9. Make it FUN!
10. Make every member feel useful- give everyone a job (big or small)
11. Participate in other activities together
12. Have regular design programs along with horticulture
13. Visit interesting gardens
14. Don't overwork your members
15. Do some group activities- just for fun
16. Have group participation in programs
17. Include families
18. Provide a good orientation of what your club is about
19. Workshops
20. Entertain them
21. Have projects reflect the interests of your members
22. Have individual study groups according to interest
23. Make them feel part of the group
24. Keep meetings interesting and short
25. Fewer fundraisers
26. Hand out a survey and ask the members what programs they would like to have, field trips, subjects they would like to learn about for the next year
27. Intra-club activities with neighboring clubs
28. More seminars- diversify educational opportunities
29. Hands-on gardening or civic projects
30. Make things easier- awards, forms, meetings
31. New member workshops
32. When clubs win awards- make it a special presentation
33. Ask members what they want to get out of the club
34. Less rigid; less emphasis on rules, less formality
35. Do good- Do it well- Have fellowship- Move on
36. Revise your goals annually- add new ones according to interests
37. Delete the same old, same old
38. Make meetings shorter – pass out booklets of reports from committees
39. Partner with area nurseries, flower shops, Home Depot, Lowes – ask them to offer % off coupons to garden club members.

How To Help Our Members Flourish

1. Variety of educational programs
2. Network with area garden clubs to give programs or demonstrate their specialties
3. Pair new members with a mentor
4. Workshops, Tours, Speakers
5. Speakers from Plant Societies
6. Mini- Workshops between monthly meetings
7. Encourage participation in our schools
8. Use the media to promote activities
9. More workshops on design
10. Do some group activities just for fun
11. Teach them something new
12. Praise, praise, praise jobs well-done!
13. Hands-on projects- Make and take projects
14. Give small responsibilities to new members- learn what talents they have and encourage them to share
15. Have area Ag agents give programs
16. Encourage members to attend District, State and Deep South Convention
17. Purchase books (or get them from the library) about trees, gardening, environment, etc. for schools and volunteer to go into the elementary schools to read to the children. You may get a few teachers interested in becoming a member and you will begin educating future members.
18. Allow members to have input- they feel part of the club and feel some importance
19. More networking between clubs
20. Don't overwhelm
21. Community Projects
22. Grant writing workshop
23. Have a Speaker List available in the district- good resource for providing good educational programs
24. More involvement in decision making
25. More internet access to classes
26. Encourage veteran members to pair up with new members
27. Schools are interesting, but tests make many shy away from the schools
28. Small round-table discussion for large clubs
29. Write articles of interest for area newspapers
30. Participate in area Farmers Markets

Please complete this form as you **begin** the process of becoming a club through the federation process and return to:

Roxanna Champagne
LGCF Membership Promotion Chairman
220 Farmington Dr.
Lafayette, LA 70503
337-984-2538
roxannachamp@cox.net

Your Name _____

District _____ Date _____

Name of New Club _____

New Club President _____

Address _____

Phone _____ email _____

Is this an existing garden club seeking to become federated? _____

Is this a newly formed club? _____

Why does the club want to become federated? _____

How did the club hear about NGC and LGCF? _____

How did the club find information on who to contact in order to form a club and/or become federated?

Please complete this form after the new club **has completed** the process of becoming federated and return it to:

Roxanna Champagne
LGCF Membership Promotion Chairman
220 Farmington Dr.
Lafayette, LA 70503
337-984-2538
roxannachamp@cox.net

Your Name _____

District _____ Date of Federation _____

Name of New Club _____

New Club President _____

Address _____

Phone _____ email _____

Was the packet provided by the Membership Promotion Chairman helpful? _____

Is there any information that should have been included in the packet? _____

_____ *

Do you have any suggestions as to how to improve the packet? _____

_____ *

Other comments or suggestions: _____

_____ *

*Please continue on the back of form if there is not enough space on the front.