**ENVIRONMENTAL CONSULTANTS**

**COUNCIL**

**MEMBER HANDBOOK**

**2023-2025**

**MEMBER OF**

**NATIONAL GARDEN CLUBS, INC.
DEEP SOUTH GARDEN CLUBS, INC.
LOUISIANA GARDEN CLUB FEDERATION, INC.**

**CONSERVATION PLEDGE**

I pledge to protect and conserve

the natural resources of the planet Earth

and promise to promote education so we

may become caretakers of our air, water,

 forests, land, and wildlife.

**National Garden Clubs, Inc.**

**President: Brenda Moore**

**Oak Hill, West Virginia**

**BMoore@gardenclub.org**

**Deep South Garden Clubs, Inc.**

**Director: Debby Cooper**

**204 W. Park Avenue**

**Greenwood, Mississippi 38930-3009**

**c. 662-299-8573**

**coopcooper@aol.com**

**Louisiana Garden Club Federation, Inc.**

**President: Patricia G. Ortalano**

**1104 Farrington Drive**

**Marrero, LA 70072-3921**

**c. 504-259-8536**

**portalano3@gmail.com**

Meetings and programs will be scheduled

during the annual Convention and

the Summer Board meeting of

the Louisiana Garden Club Federation, Inc.

The dates in parentheses on the Environmental Consultants Council Directory in the Members Only section of the LGCF website indicate when a member’s good standing will expire. Consultants may refresh their certificate annually. They must refresh by the fifth calendar year following their last course or certified tour. Provisional Consultants must take the required courses.

The Environmental Schools will be listed in the *Newsletter* and on the

L.G.C.F. web site.

[www.lgcfinc.org](http://www.lgcfinc.org)

**ENVIRONMENTAL CONSULTANTS COUNCIL OFFICERS**

**President – Gwen Lanoux**

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**Vice President – Patsy Hebert**

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**Recording Secretary – Jan Lemoine**

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**Treasurer – Margo Racca**

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**Historian – Joyce Grier**

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**Parliamentarian – Jean Gilstrap**

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**ENVIRONMENTAL SCHOOLS**

**Gwen Lanoux, State Chairman**

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**THE LOUISIANA ENVIRONMENTAL CONSULTANTS’**

**COUNCIL BYLAWS**

**ARTICLE I NAME**

The name of this organization shall be the Louisiana

Environmental Consultants’ Council, an affiliate of the

Louisiana Garden Club Federation, Inc., a member of

National Garden Clubs, Inc., and Deep South Garden Clubs,
 Inc.

This state organization shall be composed of members

who are Active NGC Environmental Consultants, Master
 Consultants, Provisional Consultants, Consultants
 Emeritus or Honorary.

**ARTICLE II PURPOSE**

To teach environmental literacy, to cherish, protect and

conserve the living earth.

**ARTICLE III MEMBERSHIP**

Section 1. Active: Any person residing in Louisiana who

is a member in good standing of a LGCF garden club, who

holds an Environmental Consultant’s Certificate; and who pays

dues shall be considered an Active Member with all the

privileges including the right to vote and hold office in the
 Council.

Section 2. Provisional: Any person residing in Louisiana,

who has successfully completed two courses in a school

and is a member in good standing of a LGCF affiliated

garden club, shall be entitled to the privileges of attending

meetings, programs, and all activities of the Environmental

Consultants’ Council. Provisional members may neither

vote nor hold office.

 Section 3. Master: Master status shall be granted after

the fourth refresher. A Master shall have all the privileges

of an Active Consultant so long as dues are paid to the

Environmental Consultants’ Council.

Section 4. Honorary: By vote of the Environmental

Consultants’ Council, this membership may be conferred

upon any person who has rendered distinguished service

to the Council’s work or whose unselfish achievements

have been outstanding. Honorary members of the Council

shall be exempt from payment of dues. They shall have all

privileges except voting and holding office.

Section 5. Emeritus: Emeritus status shall be granted to

members who apply in writing to the Environmental

Consultants’ Council indicating they are no longer able to

continue active participation. Emeritus members need not

attend refresher events to maintain their accreditation.

Since they are inactive, they shall lose the privilege of

voting and holding an office. Emeritus members may pay

dues.

Section 6. Dues: An initial membership fee will be $5.00.

Dues shall be $20.00 for two (2) years payable in the

odd-numbered years at the annual Convention of the LGCF,

but not later than June 1 of each year

**ARTICLE IV MEETINGS**

There shall be two meetings a year, as the schedule

allows, coinciding with the annual LGCF Convention and

Summer Board meeting. The quorum for conducting

 business at regular meetings shall be a majority of those

members present and voting. Special meetings may be

called by the President of the Environmental Consultants’

Council for the transaction of business and/or special

programs. Business may be conducted by correspondence,
 telephone, and/or email when meetings are not convenient.

The quorum for this business shall be a polled majority of the
 Active and Master Consultants.

**ARTICLE V OFFICERS AND ELECTIONS**

Section 1. Elected Officials: The elected officers of the

Environmental Consultants’ Council shall be a President,

Vice President, Recording Secretary, Treasurer, Historian

and Parliamentarian.

Section 2: Nominating Committee: At the annual

Convention meeting in the even-numbered years, a

Nominating Committee of three shall be appointed by the

President with the approval of the Executive Committee.

This committee shall report at the Summer Board Meeting

in the even-numbered years.

Section 3. Election: The officers of the Council shall be

elected at the Summer Board Meeting in the even-

numbered years. Nominations from the floor shall be

allowed at the election meeting. If there is but one

candidate for each office, they may be elected as a whole

by majority vote. If there is more than one candidate for

any office, each office must be elected separately and the

member receiving the greatest number of votes shall be

elected. Officers shall be installed and take office at the

annual LGCF Convention in odd-numbered years and

shall serve for a period of two years. No member shall be
 eligible to serve more than two consecutive terms in any

position, with the exception of the treasurer, who may

serve successive terms. Officers may serve in the same

position after a period of two or more years has passed.

Section 4. Vacancies: In the event of a vacancy, the

office shall be filled by appointment of the President with

approval of the Executive Committee. If the office of

President becomes vacant, the Vice-President shall

become President and shall appoint a Vice-President

with approval of the Executive Committee.

**ARTICLE VI DUTIES OF OFFICERS**

Section l. President: Shall preside at all meetings of the

Council and the Executive Committee. The President shall

appoint all chairmen deemed necessary to carry on the

work of the Council. The President shall coordinate with

the annual Convention and the Summer Board Chairman

on meal events and programs.

Section 2. Vice-President: Shall be the Program

Chairman and in the absence of the President shall

perform the duties of that office. The Vice-President shall

coordinate with the President on programs for the annual

Convention and Summer Board meeting.

Section 3. Recording Secretary: Shall record and keep

the minutes of all the Council and Executive Committee

meetings; provide a copy for the President’s file; record

members’ attendance and status; and prepare the roster of

Active and Master Environmental Consultants for the

Environmental Consultants Council Roster to be posted in the
 password protected section of the LGCF websitein the odd-
 numbered years. The Recording Secretary shall provide the
 name of the newly elected President of the Council to the LGCF
 President-Elect, the Recording Secretary, the *Newsletter* Editor,
 and others as necessary.

Section 4. Treasurer: Shall receive all monies, collect

dues, and pay all bills as approved by the President. The

Treasurer shall keep a current roster with the address,

phone and e-mail of each consultant and shall send

notices to members that have not paid dues at the annual

LGCF Convention. The Treasurer shall consult with the

Recording Secretary on the records required to create the

Environmental Consultants Council Roster for the LGCF

website. At the conclusion of each term, the financial
 records shall be audited by a committee appointed by the
 President.

Section 5. Historian: Shall compile and maintain an accurate
 history of the Council’s activities, which shall be filed with the
 minutes at the end of each term.

Section 6. Parliamentarian: Shall see that meetings are

properly conducted according to *Robert’s Rules of Order*

(Current revision), and shall serve as Chairman of the

Bylaws Committee who shall amend the Bylaws, if needed,

before the end of each term.

**ARTICLE VII EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the elected officers,
 the appointed officer, the Chairman of the Environmental
 Schools, and any appointed chairman of the Council. The
 President shall call and preside at the Executive Committee
 meetings.

**Article VIII ENVIRONMENTAL SCHOOL COURSES**

Section 1. The Chairman of the Environmental Schools shall

be appointed by the LGCF President and shall be a State

Chairman.

 Section 2. The Chairman of the Environmental Schools may

 appoint a local Schools Chairman. Either the Chairman of the
 ES or the local Schools Chairman shall maintain an accurate
 record of each consultant’s status and good standing on the

 LGCF Environmental School Roster. This Chairman shall
 provide a copy of the current records to the Recording Secretary
 and the LGCF Webmaster to be posted on the LGCF website.

 Section 3. The Chairman of the Environmental Schools shall
 appoint a Schools Treasurer who shall collect all monies and
 pay all expenses incurred by the schools. The Schools
 Treasurer shall report to the LGCF Schools Chairman and the
 Council at the conclusion of each school. The Schools
 Treasurer and LGCF Schools Chairman shall be the bank
 account signatories.

**ARTICLE IX PARLIAMENTARY AUTHORITY**

*Robert’s Rules of Order* (current revision) shall govern the

proceedings of this Council unless they are inconsistent with
 these Bylaws and any special or standing rules adopted by the
 Council.

**ARTICLE X AMENDMENTS**

These Bylaws may be amended at any regular or special

meeting of the Council by two-thirds vote of those present

and voting. Thirty days advance notification to all members

via email or post shall be required.

Originally accepted 7/23/12

Amended 7/20/2015
 7/16/2018
 4/26/2022

 4/17/2024

**STANDING RULES**

1. The LGCF Environmental Consultants Council School Scholarship is offered to encourage participation in the Environmental Schools. Financial support in the amount of $50 per ES course per year (maximum of $100 per person) is available for two persons interested in attending Environmental Schools who find that participation for the school (Lodging, evening meals, travel, etc.) is too expensive. Application should be made to the LGCF Chairman of the Environmental School, with consultation with the executive committee of the Environmental Consultants Council by email. The application can be found at www.lgcfinc.org/environmental-school.html.Upon approval, a check for $50 for the ES course will be paid to the Environmental School Treasurer by the Environmental Council Treasurer. Should there be more than two applicants per course, recipients will be chosen by drawing or by the recommendations of the Environmental Consultants Council. A maximum of $200 is available per year as long as finances permit.
2. The Joe E. Baucum Memorial Award Scholarship is one of ten scholarships offered through LGCF, Inc. It is provided by the LGCF Environmental Consultants Council. The scholarship of $500 is available to Louisiana residents enrolled in a Louisiana college and majoring in environmental science related studies.

The Scholarship Program is administered by the Scholarship Committee composed of the Scholarship Chairman and four members appointed by the LGCF, Inc. President and the District Directors of each District. The application guidelines and application form are available on the LGCF website at www.lgcfinc.org/scholarships.html.