

BYLAWS

LOUISIANA GARDEN CLUB FEDERATION, INC.

ARTICLE I – NAME

The name of this corporation is LOUISIANA GARDEN CLUB FEDERATION, INC., whose permanent address is Headquarters Home, 1606 Water Street, P.O. Box 542, Lecompte, LA 71346-0542 and whose mailing address is the address of the current President.

ARTICLE II – OBJECT

The objects and purposes 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 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, all within the meaning Section 501 (c) (3) of the Internal Revenue Code.

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 and fifty cents (\$5.50); four dollars and fifty cents (\$4.50) for the Louisiana Garden Club Federation, Inc. and one dollar (\$1.00) to National Garden Clubs, Inc. 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 or 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 (30) days written notice having been 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.

(c) Clubs which have been dropped may be reinstated upon application, payment of amount due when dropped, and payment of current dues. Clubs that resign in good standing may return to the Federation with the status of a new club.

Section 2. (a) Junior, Intermediate and High School Garden Club membership shall be by sponsorship of a senior club, approval of the respective state chairman, and of the Membership Committee.

(b) The annual State dues of a Junior or Intermediate Garden Club shall be one dollar (\$1.00).

(c) High School Garden Clubs shall pay annual dues of one dollar (\$1.00) and annual National Garden Club dues of ten cents (\$0.10) per member.

Section 3. Clubs or organizations other than garden clubs which subscribe to the objectives of the Federation may apply to the Executive Council for Affiliate Membership. Annual dues of Affiliate Clubs shall be ten (\$10.00).

Section 4. Honorary Membership may be conferred on an individual for outstanding services or contributions in the field of the objectives of the Federation upon recommendation of the Executive Council and approval of the Board of Directors. An Honorary Member who is not a member of a Federated Garden Club shall not have voting privileges.

Section 5. Life Memberships shall be limited to individuals. Application accompanied by the one-time dues payment of one hundred dollars (\$100.00) shall be made to the Life Membership Chairman. A Life Member shall enjoy all privileges of membership for life without necessity thereafter of paying annual State dues. A Life Member who is not a member of a Federated Garden Club shall not have voting privileges.

ARTICLE IV – DISTRICTS

Section 1. The State shall be divided into Districts to be determined every ten years after study by the District Directors

and the Organizational Study and Policy Committee and approval of the Executive Council and the Board of Directors.

Section 2. A District Director will be elected for each District by the members of the District for a two year term, or until the successor is elected. Each District Director shall assist the clubs in the District to promote Federation objectives; shall organize and federate new clubs; and shall call and preside at an annual meeting of the clubs in the District.

Section 3. If at any time a District is not able to furnish a District Director or host a convention when it is their turn in the rotation, the District will be removed from the LGCF membership. The LGCF President will send the official notification to the individual clubs in that District when the final decision has been ratified by the LGCF Executive Council. Any dues prepaid by the individual clubs will be refunded if applicable.

ARTICLE V – OFFICERS AND ELECTIONS

Section 1. The elected officers of the Federation shall be a President, President-Elect, First Vice-President, Second Vice-President, Recording Secretary, Treasurer, Historian, Parliamentarian and the District Directors. The Corresponding Secretary shall be appointed by the incoming President. The Parliamentarian may be elected or appointed, depending on district numbers or qualified candidates. Representatives-at-Large are appointed by the LGCF President.

Section 2. Officers to be elected, except the District Directors and appointed officer (s), shall be elected at the Annual Convention by qualified voters attending the election meeting in the odd numbered years to serve for a two-year term, or until their successors are elected. Their terms of office shall begin at the close of the Convention at which they are elected.

- (a) The Nominating Committee shall consist of a Chairman and a member, or alternate from each District. Should a vacancy occur on the committee, the President and the Director of the District in which the vacancy occurs shall appoint another alternate.
- (b) The Chairman shall be named by the President and ratified by the Board of Directors; shall have served a minimum of two years on the Executive Council or four years on the Board of Directors, and have attended at least two Board of Directors Meeting during the past two years.
- (c) Members of the Committee shall have served as President of a

Federated Garden Club for a minimum of one year or have served two years on the Board of Directors of the Federation.

- (d) The duty of the Committee is to nominate a candidate for each elective office, it having been ascertained that the nominees are qualified, willing and able to serve. It is the privilege of the President-Elect to appoint the nominee for the Corresponding Secretary. The Chairman of the Committee shall present these names at the Summer Board of Directors meeting in the even numbered years and at the following Annual Convention. The Committee will strive to have a nominee for each office from each District, but when that is not possible, candidates from the same District will be allowed.
- (e) At the time of the elections, nominations may be made from the floor with the consent of the nominees. If there are nominations from the floor, the elections shall proceed by ballot and a majority shall elect.

Section 3. A nominee for President-Elect shall have served a minimum of two (2) years on the Executive Council and four (4) years on the Board of Directors. If circumstances prevent the President-Elect from assuming the office of President, a nominee for President shall have served a minimum of four (4) years on the Executive Council and six (6) years on the Board of Directors.

Section 4. Nominees for District Director-Elect shall be elected at their District meeting in the odd-numbered years. The names of the nominees shall be sent to the Chairman of the State Nominating Committee for ratification at the winter meeting of the Executive Council. A nominee for District Director-Elect shall have served at least one (1) year as a Federated Garden Club President or two (2) years on the Board of Directors of the Federation.

Section 5. No officer or District Director shall be eligible for election for consecutive terms in the same office except the Recording Secretary and the Treasurer, who may serve for two consecutive terms only. An officer who has served more than half a term is considered to have served a full term in that office. No member may hold more than one office or chairmanship concurrently except as provided in these Bylaws or by approval of the Executive Council.

Section 6. Vacancies in office, except that of the President and President-Elect, may be filled by the LGCF President with the approval of the Executive Council for the unexpired term.

ARTICLE VI – DUTIES OF OFFICERS AND BOARD MEMBERS

Section 1. (a) The officers shall perform the duties as prescribed in these Bylaws, as directed by the Executive Council, and as prescribed by the parliamentary authority adopted by the Federation.

(b) The President shall preside at all meetings of the Executive Council and the Board of Directors, represent the Federation on all occasions, appoint chairmen and special or standing committees, except as provided in these Bylaws or Standing Rules of the Federation, and shall be an ex-officio member of all committees except the Nominating Committee.

(c) The President-Elect shall preside in the absence of the President and should a vacancy occur in the office of the President, shall fill such a vacancy. The President-Elect shall guide the District Directors in the organization of their work, shall visit each District at least once during the term of office, and shall preside at a meeting of the District Directors during each Annual Convention.

(d) The First Vice-President shall preside in the absence of the President and the President-Elect. The First Vice-President shall serve as LGCF Awards Chairman and shall serve as advisor to the Local committees for Annual Conventions and State Flower Shows.

(e) In the absence of the President, the President-Elect and of the first Vice-President, the Second Vice-President shall preside. The Second Vice-President shall serve as NGC and Deep South Awards Chairman and shall serve as chairman of the Publications Committee.

(f) The Recording Secretary shall keep a record of all proceedings of the Federation and shall send copies of these minutes within one month of each meeting to the appointed committee to read the minutes. Upon return of the corrected copies, the Recording Secretary is to make the correction to the original minutes and send copies to the President, President-Elect, Treasurer, Historian, Parliamentarian, and Organizational Study Chairman and the *Newsletter* Editor. The Recording Secretary shall have charge of all committee reports, record books and any other papers pertaining to the office.

(g) The Corresponding Secretary shall attend to all correspondence at the direction of the President or the Executive Council; shall send out notices pertaining to the Federation, and shall keep the

roster of the Federation.

(h) The Treasurer shall be responsible for collection of dues and shall disburse funds only as authorized by the adopted budget, by the Executive Council, or by the written authority of the President. The Treasurer shall submit a comprehensive report at the Annual Convention and an interim report at the Summer Board Meeting and prepare the necessary annual report for Internal Revenue Service. On May 1, in the odd numbered years, the Treasurer shall transfer a minimum of one thousand dollars (\$1,000.00) to the nominee for Treasurer and shall transfer the balance of funds and all records to the Treasurer as soon as the books have been audited by a committee of three members appointed by the outgoing President, no later than June 1. The Treasurer shall utilize a bookkeeping software program to set up accounts listed in the budget and to sort and report data to the Finance Committee, the Executive Committee and the membership.

(i) The Historian shall record the achievements of each administration and, after approval by the President, shall include such record in the Federation's Official History. The Historian shall forward a copy of the approved History to NGC and Deep South Historians, and shall procure and prepare for placement in permanent files all materials, books, and records of the Federation as directed by the Executive Council.

(j) The Parliamentarian shall advise the President, other officers, committees, and members on parliamentary procedure; shall incorporate all amendments into the Articles of Incorporation and Bylaws and send an accurate copy to the editor of the *Newsletter* for publication.

(k-1) Each District Director shall assist the clubs in the District to promote Federation objectives; shall organize and federate new clubs; and shall call and preside at an annual meeting of the clubs in the District.

(k-2) Promptly after taking office the District Director shall appoint a District Nominating Committee of three members who shall be former State or District officers or chairmen residing in the District. This committee shall select a qualified nominee for District Director-Elect and a qualified member and alternate to represent the District on the State Nominating Committee and shall report at the following District meeting. Members eligible to vote are: Club Presidents or their alternates, State Officers and State Chairmen residing in the District.

(k-3) At the first District meeting the District Director shall hold an election for District-Director-Elect, who shall represent the

District at Executive Council and Board of Directors meetings with voting privileges if the District Director is unable to attend. The District Director shall hold an election for a qualified member and an alternate to represent the District on the State Nominating Committee.

Section 2. Officers and chairmen shall send to the President and Recording Secretary a typewritten report of the year's activities on or before January 10. Within one month after retirement from office, all officers and chairmen shall deliver to their successors all books and records pertaining to the office or chairmanship.

Section 3. Chairman of committees shall be limited to four (4) consecutive terms unless by special authorization by the Executive Council.

Section 4. Club presidents shall send a typewritten report of their club's activities during the year to the Director of their District on or before December 1 of each year.

ARTICLE VII - MEETINGS

Section 1. There shall be at least two meetings of the Board of Directors each year, one to be the Summer Board Meeting and one the Annual Convention. The Annual Convention shall be held in the spring at a place approved by the Executive Council. At the time of the convention, a State Flower Show may be held. The official call shall be issued to the members of the Board of Directors and other qualified voters at least thirty days (30) prior to the meetings.

Section 2. Voting members for all Board of Directors meetings shall be State Officers, State Chairmen, Officers of National Garden Clubs who reside in the state, Former State Presidents, qualified State Life Members. Each Garden Club is entitled to one vote if their membership is under fifty. Clubs having fifty or more members and whose current dues are paid are entitled to two votes. The Club President is the voting delegate unless holding voting privileges through a LGCF office or chairmanship, NGC officer residing in the state or Former State President; in that case an alternate may be named as the voting delegate. Individuals may have only one vote.

Section 3. The qualified voters registered shall constitute a quorum for all Board of Directors Meetings and for District Meetings.

ARTICLE VIII – EXECUTIVE COUNCIL

Section 1. The membership of the Executive Council shall be the President, President-Elect, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Historian, Parliamentarian, District Directors, three Representatives-at-Large and the Immediate Past President.

Section 2. The Executive Council shall have supervision of the affairs of the Federation between Board of Directors Meetings; shall fix the time and place of meetings; make recommendations to the Board of Directors; perform other duties as specified by these Bylaws.

Section 3. Meetings of the Executive Council shall be held shortly before each Board of Directors meeting, and one in the fall or winter. Special meetings may be called by the President, or shall be called upon written request of seven members of the Council. The call for a special meeting shall be issued by the Corresponding Secretary, stating date, place, time, and the business to be transacted.

Section 4. A majority of the members shall constitute a quorum and a majority of those present must concur on any action taken for the same to be valid or binding on the Federation or its members.

Section 5. In times of emergency, the Executive Council may conduct meetings by conference call or simultaneous video. Members may be polled by mail, telephone, fax or e-mail. A majority of the Executive Council must approve any business conducted in this manner.

ARTICLE IX – FINANCES

Section 1. (a) The allowance, in the approved budget of the Federation, for the President's and President-Elect's travel and office expenses shall be available to them quarterly when documentation is submitted to the Treasurer, but at least by April 1 of each year.

(b) The Treasurer shall be allowed a budgeted amount each year for expenses of the office with documentation and approval of the Executive Council.

(c) Each District Director shall be given by the Treasurer at the Annual Convention the percentage of the State dues collected in the District during the past fiscal year for expenses incurred by the District Director. The percentage shall be based on membership as

follows:

12 to 500	20%
501 to 750	17%
Over 750	15 %

(d) Other State Officers and State Chairmen may be reimbursed a budgeted amount for necessary expenses upon presentation of an itemized statement with documentation to the Treasurer by March 1 of each year.

Section 2. Budgeted expenses for the Annual Convention shall be available on November 1 upon application by the Convention Chairman to the Treasurer and with the approval of the President. Any surplus funds from the Convention shall be divided, with 60% allocated to the Federation and 40% to the host District.

ARTICLE X – COMMITTEES

Section 1. The Advisory Committee shall be composed of active Former Presidents of the Federation with the Immediate Past President as chairman. Active Former Presidents are those who have attended at least one Board of Directors Meeting during the past two years. This committee shall meet at least once a year at a time other than regularly scheduled Federation meetings, and shall be called by the Chairman of the Advisory Committee with the approval of the State President. Meeting with the Advisory Committee shall be the current President, President-Elect, and if possible, the First Vice-President and the Chairman of the Headquarters Trustees to consider continuous and contemplated projects; and, when consulted, consider questions affecting policies of the Federation and advise the Executive Council on such matters.

Section 2. The Finance Committee shall be composed of a Chairman, the Treasurer, the Immediate Past Treasurer, and two members appointed by the President, one appointed from the Executive Council and one appointed from the Board of Directors. This committee shall prepare the annual budget for submission to the Executive Council and the Board of Directors at a meeting prior to the Annual Convention. Requests for non-budgeted expenditures for more than one hundred dollars (\$100.00) shall be submitted to this committee for approval before submission to the Executive Council.

Section 3. The Organizational Study and Policy Committee shall be composed of five members, including the President-Elect and the Parliamentarian. The duties of the committee shall include

proposing amendments to the Bylaws of the Federation when deemed necessary, making recommendations for improving operations and functions of the Federation; and determining, when requested by the President, if suggestions and proposals are in accordance with the objectives and policies of the Federation. All recommendations of this committee should be proposed to the Executive Council.

Section 4. (a) The Publications Committee shall be composed of the Second Vice-President, as Chairman, the *Newsletter* Editor, and one other to be appointed. This committee shall supervise and direct the content, policy and program of all publications of the Federation;

(b) The *Newsletter* Editor shall be responsible for editing and publishing the *Newsletter* on the website, the official publication of the Federation.

Section 5. (a) The Headquarters Trustees shall be four members elected by the Board of Directors, one to be elected each year at the Annual Convention. Nominations shall be made by the Executive Council upon recommendation by the President. If Headquarters is located on property belonging to some other agency, an additional member may be recommended by that agency and approved by the Executive Council. To be eligible to serve as a Headquarters Trustee, a member must have served a minimum of two years on the Executive Council of LGCF, and must have attended three out of the immediate past six Board of Directors meetings.

(b) The term of a Trustee shall be four years. In the event of a vacancy, it shall be filled by the Executive Council upon recommendation of the President.

(c) The Chairman of the Trustees shall be appointed by the President from the elected members for a term of two years. A Trustee shall not be eligible to serve as Chairman for more than four years. All Trustees who are members of LGCF shall become members of the Board of Directors.

(d) Meetings of the Trustees shall be scheduled so as not to conflict with other meetings of the LGCF. Headquarters Trustees should attend each of these meetings. An affirmative vote of a majority of all Trustees shall be necessary. In the event of an emergency, a vote by mail, telephone, fax or e-mail may be taken. The Trustees shall keep regular minutes of their proceedings and actions and report these and a comprehensive financial report to the Executive Council at its next regular meeting.

(e) The Trustees shall have control of all funds collected for the

construction, acquisition, enlargement and improvement of the grounds, buildings, furnishings and equipment of the Headquarters of the LGCF, and shall be responsible for all construction, reconstruction, maintenance and repair thereof, other than routine items, which shall be the responsibility of the Local Headquarters Chairman. Funds collected for any of these purposes shall be in the LGCF Treasurer's book as a designated line item. The Trustees shall propose and operate a budget incorporated in the annual budget of the LGCF. No disbursement shall be made from any of these funds except as authorized by the Trustees. The Treasurer, acting under the direction of the Trustees, shall have the authority to sign checks for the withdrawal of money to perform all acts necessary to carry out the instructions of the Trustees. Disbursements in excess of five hundred (\$500.00) dollars not covered by the budget shall be approved by the Executive Council. Three bids shall be obtained for expenditures involving more than two hundred dollars (\$200.00), except with prior approval of the Executive Council. A complete report of expenditures for maintenance, repair and other expenditures for the Headquarters Home covering the fiscal year (from June 1 to May 31) must be presented to the membership at the Annual Convention by the Headquarters Trustees Chairman and a copy furnished to the Treasurer for official records.

Section 6. The Scholarship Committee shall be composed of a chairman, appointed by the President and three other members. Other members to be included on the Scholarship Selection Committee are the Directors of Districts sponsoring a scholarship and other groups or individuals sponsoring scholarships. This committee will encourage contributions to the Scholarship Fund of LGCF, will meet at the Summer Board Meeting to select the scholarship winners from applications and select a worthy applicant for the NGC Scholarship by the President as the Executive Council or Board of Directors shall authorize. In the absence of the President, the assembly may authorize the chair to appoint any necessary special committees.

Section 7. The Awards Committee shall be composed of the following: President-Elect, First Vice-President (LGCF State Awards Chairman), Second Vice-President (LGCF Chairman for Deep South and National Awards), LGCF Awards Advisor and the LGCF Webmaster. LGCF President is Ex-Officio on all committees. The Awards Committee's responsibilities shall be:

- (a) To encourage participation by individual clubs and groups of

clubs in the LGCF, Deep South and National Garden Club awards programs.

(b) To advise clubs and groups of clubs upon request which awards they should apply for based on their projects.

(c) To work with Chairmen who judge award applications to select the best awards presented to them to compete in the Deep South and National Award programs so that Louisiana projects receive the recognition they deserve.

(d) To recommend changes to the Executive Council on any changes deemed advisable for more and better participation in the award program.

ARTICLE XI – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order*, Newly Revised shall govern the Federation in all cases in which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Federation may adopt.

ARTICLE XII – AMENDMENTS

Section 1. These Bylaws may be amended at any Board of Directors Meeting by a two-thirds (2/3) vote of the qualified voters registered and voting, provided notice of the proposed amendment (s) has been given to the Board of Directors in writing at least two weeks before the Board of Directors meeting.

Section 2. These Bylaws may be amended at the Annual Convention without previous notice with a unanimous vote of the qualified members registered and voting.

AMENDED:	July 1987	April 1994
	April 1989	April 1996
	April 1992	August 2006
	April 1993	July 2015

RULES OF ORDER

1. Any motion made from the floor shall be put in writing, and two copies sent to the platform.
2. Each voting member is entitled to but one vote. A non-voting member may have the floor only by a 2/3 vote or general consent of the assembly.
3. Each person may speak twice to a question for not more than two minutes each time. Debate on a question shall be limited to twenty minutes unless the time is extended by a 2/3 vote or general consent of the assembly.
4. All electronic devices must be turned off or set on silent for all meetings.
5. These rules may be suspended by a 2/3 vote of those present and voting.

STANDING RULES

1. Proposed Awards and proposed changes in Awards shall be made in writing to the LGCF Awards Advisor by October 15th of each year. Upon approval of the Awards Committee, the proposals shall be submitted at the Winter Executive Council Meeting for ratification. (See Bylaws, Article X, Section 7, Awards Committee; POLICIES AND PROCEDURES: COMMITTEES: Awards)
2. Beginning in 2017, the following plan of rotation will be in effect, and each District will become responsible for hosting the LGCF Annual Convention, and a State Flower Show, if feasible, in the year stated, with the District selecting the town or city:

2018	District VIII	2023	District V
2019	District III	2024	District VII
2020	District II	2025	District VIII
2021	District VI	2026	District III
2022	District VI	2027	District II

(District I and IV are inactive at this time. However, if a District petitions to be reinstated to the Federation, it would enter the rotation by a vote of the Executive Council and Board of Directors.)

The 2020 and 2021 Conventions were cancelled due to COVID.

(a) When the District has selected a city in which to hold the LGCF Annual Convention, the date and accommodations shall be submitted for approval to the LGCF President and the Executive Council at the Winter Council meeting two years before the Convention. The invitation to the Convention shall be extended by the District to the Board of Directors after that approval. "Convention Guidelines" are available to the Annual Convention Chairman from the First Vice-President.

(b) The order of rotation for the LGCF Annual Convention should not be changed, but Districts may for good reason, by mutual consent, exchange rotation with Executive Council approval.

3. Beginning in 2017 the suggested order for the office of President of the LGCF will be as follows:

2017-19	District V
2019-21	District VII
2021-23	District III
2023-25	District II
2025-27	District VIII
2027-29	District VI
2029-31	District VII

(District I and IV are inactive at this time. However, if a District petitions to be reinstated to the Federation, it would enter the rotation by a vote of the Executive Council and Board of Directors.)

When a District, whose turn it is to provide a president does not have a qualified candidate for the office of President-Elect, the next District (s) in proper sequence following the rotation listed above until a qualified candidate is found, or Districts may exchange rotation if agreeable to the Nominating Committee. This officer will be elected from the District in which the candidate resides.

4. When an officer or chairman moves from Louisiana, a letter of resignation should be submitted. If after three months a resignation has not been received by the President, the said officer or chairman may be replaced by the President, with approval of the Executive Council.

POLICIES AND PROCEDURES

CONVENTIONS AND MEETINGS

1. Standard colors designated for signifying status on badges.

Purple	State President
Royal Blue	State Officer
Light Blue	State Chairman
Lavender	Former State President
Green	Club President
Light Green	Club Alternate
Light Green	Club Delegate
Gold	NGC President
Yellow	NGC Officer
Orange	NGC Chairman
Deep Pink	Deep South Officer
Pink	Deep South Chairman
Red	Club Member
Silver Star	LGCF Life Member
Red Star	Deep South Life Member
Gold Star	NGC Life Member
2. Clubs having fifty or more members whose current dues are paid shall be entitled to two votes, the President or alternate and the Delegate.
3. At Annual Conventions and Summer Board Meetings, guest speakers for the Flower Show Judges Council, Landscape Design Consultants Council, Gardening Study Council, Environment Consultants Council and/or any other specific committee are to be selected by each group with the approval of the LGCF President and the Convention or Summer Board Chairman. Within reason, expenses for speakers will be absorbed in the cost of the function, as budgeted. If additional expenses are desired by host groups, said group will assume responsibility. Decorations for Conventions and Summer Board functions will be included in the Convention/Summer Board budget. Upon presentation of vouchers, expenses will be reimbursed, as budgeted.
4. The Annual Convention is responsible for one complimentary meal per Award of Commendation, with a limit of 2 Awards of Commendation being presented each year. This complimentary meal may be used by the recipient/organization representative attending the Awards function.

OFFICERS

PRESIDENT:

1. The LGCF President's airfare, hotel room (based on single occupancy as stated in the Convention Call) and package plan for NGC Conventions and Fall Board Meetings will be a budgeted item.
2. The official Presidential delegate to the NGC Convention from the LGCF is the President whose term is concurrent with the NGC President. Therefore, in installation years the NGC Convention and NGC Fall Board Meeting should be listed separately in the budget.
3. The Official State President's pin was purchased by the LGCF in 1981 and is to be presented in succession to each incoming President at the installation.
4. The LGCF President will notify the sponsoring club/clubs of the Award of Commendation winners and will direct them to notify the recipients. (See POLICIES AND PROCEDURES: CONVENTIONS AND MEETINGS #4)
5. LGCF Credit Card is for the purpose of guaranteeing hotels and paying for the new web domain and website. The President of the LGCF, Inc. will have possession of the card.

PRESIDENT-ELECT:

1. The President-Elect will be budgeted \$2,000.00 annually to help defray the expenses of the office.
2. A Former State President's pin is to be presented by the President-Elect to each retiring State President and is to serve as a reminder of appreciation of their contributions to LGCF. Pin is obtained through LGCF Headquarters.

CORRESPONDING SECRETARY:

1. The Corresponding Secretary shall designate a member of the LGCF delegation to the Deep South and NGC Conventions and/or meetings to provide any necessary courtesies for the LGCF President. LGCF will pay the bill for the President's corsage or any other courtesies extended.
2. The corresponding Secretary will also be responsible for the collection of funds and the purchase of the outgoing President's gift from the officers.

TREASURER:

The outgoing President of LGCF will be given an LGCF Life Membership or \$100.00 towards the purchase of an NGC Life Membership. If the outgoing President has both Life Memberships then \$100.00 would be donated to the LGCF project of choice. Five weeks prior to the Annual Convention in the odd numbered years the Life Membership Chairman should contact the Treasurer for the above stated money.

COMMITTEES**AWARDS:**

1. No changes shall be made in LGCF Awards without the approval of the Executive Council. (See Bylaws, Article X, Section 7, Awards Committee; Standing Rules #1)
2. LGCF Award #13-Beauty of Life Garden: A traveling trophy is provided one time at the expense of the award donor. Should this trophy be lost or not returned for the next year's award ceremony, the last recipient shall purchase a replacement with the approval from the original trophy donor. The trophy should be returned to the LGCF State Awards Chairman at the convention or sooner to be presented at the convention.

HEADQUARTERS:

A safety deposit box is to be located at a bank in Lecompte, LA for the purpose of storing certificates and other important objects. This location proves to be a more permanent one than a box in the Treasurer's city.

INSIGNIA/SIGNS:

Any Federated Garden Club is permitted to use the LGCF seal on any sign erected by them to publicize their Garden Club, such as on an entrance sign to a city.

LIFE MEMBERSHIP:

At least five (5) weeks before the second Annual Convention in an administration, the LGCF Life Membership Chairman shall apply to the Treasurer for funds for an LGCF Life Membership or \$100.00 toward an NGC Life Membership or a \$100.00 donation to an LGCF project of the President's choice for the outgoing LGCF President to be presented during the Convention.

MEMBERSHIP: [OF SPECIAL INTEREST TO GARDEN CLUBS]

1. Each local club should send to the LGCF Personnel Chairman a list of eligible and qualified members for consideration for LGCF Chairmen, stating special attributes of the member and office or chairmanship best suited for the individual.
2. Any Garden Club losing a member to another city in Louisiana should send this information to the LGCF President, who in turn will recommend a Garden Club.
3. A member who over the years has rendered outstanding meritorious service to a club may, by club action, be designated an Honorary Member. No LGCF or NGC dues will be paid by the club for these members. Honorary Members have no voting privileges and will not be counted in participation and percentage as regards club projects or awards. (See also Bylaws Article III, Section 4.)
4. It is the responsibility of each Garden Club to budget for the registration fee for the Annual Convention and Summer Board Meeting for the Garden Club President, or the alternate, if it is the policy of the individual Garden Club.
5. Clubs that resign in good standing may return to the Federation with the status of a new club. "Good standing" means the club officially sent in a written letter of resignation to LGCF. (See Bylaws Article III, Section 1 (c).)

NEWSLETTER:

1. Biennially in the uneven calendar years, the *Newsletter* shall publish any amendments to the Articles of Incorporation and Bylaws.
2. Reports of LGCF Officers and Chairmen will appear biennially in the uneven calendar year Spring Issue of the *Newsletter* with the exception of the District Directors whose reports will appear annually.
3. The listing of judges and consultants by individual Councils will be provided once during each administration in the online Directory in the odd numbered year.
4. As a courtesy and in order for the *Newsletter* Editor to be well informed concerning LGCF activities, the Editor may attend Executive Council Meetings, but will have no voice or vote during the meetings unless recognized by the President.

OTHER COMMITTEES/CHAIRMEN:

1. Any LGCF Chairman desiring stationery, other than the official stationery, shall purchase at their own expense and only with the approval of the Executive Council.
2. For any LGCF Meeting, Summer Board or Annual Convention, the Chairman of that function designates one person as Registration Chairman, whose responsibility shall be to receive and record reservations for all functions and events.

**PROCEDURE FOR ELECTING
DEEP SOUTH GARDEN CLUBS, INC. DIRECTOR**

To be eligible for the office of Deep South Director and Deep South Alternate Director one must have:

- a. Served as President of LGCF for a minimum of two years.
 - b. Reside within the Deep South Region.
 - c. Have attended two of the last three Deep South Conventions at the time of election.
1. Have attended a minimum of two NGC Conventions, and may include the NGC Convention at which they are installed.
 2. The candidates for Deep South Director and Alternate Director shall be nominated and voted upon by the Executive Council at the Winter Executive Council Meeting of LGCF prior to the Deep South Convention in the even-numbered year.
 3. The incoming Deep South Director and Alternate Director will be presented at the Deep South Convention in the even-numbered year.
 4. The incoming Deep South Director will be installed at the NGC Convention in the odd-numbered year for a two year term.
 5. In the event that LGCF does not have a member eligible and willing to serve as Deep South Director, the current LGCF President will become eligible if there is not any other nominee eligible and willing to serve.

A Gardener's Prayer

Ethel Hutson

*O Lord, who in the morning of Time
Did'st plant a Garden Eastward in Eden,
And did'st send our first parents to tend it;
Who did'st ordain that Seedtime and Harvest,
Summer and Winter should come in due course till
Time shall be no more;
Give us Grace, we pray Thee to see the beauty of
Thy Creation,
To study Thy laws, to learn Thy will,
and to follow Thy ways,
That we, as fellow-workers with Thee,
May wisely plan and plant our plots;
Diligently till the soil, fertilize and prune the plants;
Prudently harvest and generously share Thy bounty,
Ever curbing and destroying evil, noxious and noisome growths,
While fostering zealously the fair and
fruitful produce of our lands;
Till the whole Earth become Thy Paradise.
And all men of every clime take up the glorious task of bringing
in Thy Harvest Home.
Laboring faithfully under the yoke of the
Good Husbandman,
The owner of the Vineyard, the Lord of Harvest,
In Whose blessed name we ask Thy blessing on all we do.
Amen.*