

## NGC TIMELINE AND GUIDELINES FOR STATE PRESIDENTS

<b>Before/As Your Administration Begins</b>		
<b>February - May</b>	Year 1	Year 2
<ul style="list-style-type: none"> <li>• <b>To Clarify:</b> Once the odd year NGC convention concludes, the new two-year term members immediately become Board of Directors. It does not matter when the state installed the State President.</li> </ul>		
<ul style="list-style-type: none"> <li>• You may receive Constant Contact emails. These are legitimate emails from NGC. Look at the bottom of the email. It will state "Constant Contact Data."</li> </ul>		
<ul style="list-style-type: none"> <li>• For your information: NGC conventions may be held in May and no earlier than the last week in April nor later than the first week in June.</li> </ul>		
<ul style="list-style-type: none"> <li>• Please respond to Headquarters regarding <i>NGC Directory</i> on accuracy of your contact information, as well as your state's website address.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• <b>Please distribute</b> information to the clubs in your state about the NGC President's theme and projects.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Please refer to future dates of NGC Conventions and Fall Board Meeting dates for this administration refer to General Guidelines, Visit by NGC President below.</li> </ul>	X	X
<ul style="list-style-type: none"> <li>• If your state wishes to invite the NGC President to attend a state function during the administration do so while understanding the President's travel schedule and requirements.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• <b>May 1</b> – Deadline to send a list of your state's Board of Directors with contact information to Katie Roth, <a href="mailto:kroth@gardenclub.org">kroth@gardenclub.org</a>, at NGC Headquarters.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Send in your state's Board of Directors and/or contact information to Katie Roth, <a href="mailto:kroth@gardenclub.org">kroth@gardenclub.org</a>, at NGC Headquarters. <b>Send any changes and updates as soon as possible.</b></li> </ul>	X	
<ul style="list-style-type: none"> <li>• Send name and contact information to the 2023-2025 NGC FSS Credentials Chairman, 2023-2025 Suzy Andrego <a href="mailto:SAndrego@aol.com">SAndrego@aol.com</a> <b>Send any changes and updates as soon as possible.</b> <ul style="list-style-type: none"> <li>✓ State Flower Show School Chairman</li> <li>✓ State Accrediting Chairman</li> <li>✓ State Symposium Chairman</li> <li>✓ State Judges Council Chairman</li> </ul> </li> </ul>	X	
<ul style="list-style-type: none"> <li>• Send name and contact information of State Environmental, Landscape Design &amp; Gardening School Chairmen to: Rebecka Flowers, NGC HQ <a href="mailto:RFlowers@gardenclub.org">RFlowers@gardenclub.org</a> <b>Send any changes and updates as soon as possible.</b></li> </ul>	X	
<ul style="list-style-type: none"> <li>• Register to attend NGC Convention; attend any meetings for Incoming State Presidents and the Post-Convention Board of Directors Meeting.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Familiarize yourself with the NGC Bylaws and Standing Rules. It is located on the website at <a href="https://gardenclub.org/member-resource">https://gardenclub.org/member-resource</a> under Bylaws and Standing Rules, Guidelines and Convention Minutes.</li> </ul>	X	

<b>DURING YOUR ADMINISTRATION</b>		
<b>June - August</b>	<b>First Year</b>	<b>Second Year</b>
<ul style="list-style-type: none"> <li>Familiarize yourself with the <i>NGC Directory</i> found on the NGC website under the Board of Directors' section <a href="https://gardenclub.org/account/boardmember-account">https://gardenclub.org/account/boardmember-account</a> This will no longer be a printed directory so if you would like a hard copy, print it off the NGC website. Changes and updates are made monthly, so check for changes. Refer to general Guidelines, Publications, #3 below.</li> </ul>	X	
<ul style="list-style-type: none"> <li><b>July 1 – Deadline to send list of all club presidents' emails or contact information to NGC Headquarters,</b> Katie Roth, <a href="mailto:kroth@gardenclub.org">kroth@gardenclub.org</a>. Changes may be sent at any time during the year.</li> </ul>	X	
<ul style="list-style-type: none"> <li><b>July 1 – Deadline to send name and current contact information of NGC Scholarship Chairman for your state to NGC Scholarship Chairman Lisa Robinson</b> <a href="mailto:gardenlisava@gmail.com">gardenlisava@gmail.com</a> .</li> </ul>	X	
<ul style="list-style-type: none"> <li><b>Register on the NGC website to attend the NGC Fall Board of Directors Meeting which will be a virtual meeting in 2023 and 2024.</b> "Members of the Board of Directors are required to attend all meetings of the Board of Directors and NGC Conventions and shall notify the President of any unavoidable absence." State Presidents are Board of Directors' members.</li> </ul>	X	X
<ul style="list-style-type: none"> <li><b>Tip:</b> Consider subscribing to The Blog and The National Gardener. Both publications can be sent to your email address once a new publication is released. Located on the website <a href="https://gardenclub.org/member-resources">https://gardenclub.org/member-resources</a> under blogs.</li> </ul>		
<b>September</b>		
<ul style="list-style-type: none"> <li>Applications to become a candidate for an NGC Officer is on the NGC website under the Board section of the website. You need to use your Board password to login. This information needs to be distributed to interested persons in your state that qualify. The deadline for submitting applications to the NGC Nominating Committee Chairman, Betsy Steele, <a href="mailto:JLS5@truvista.net">JLS5@truvista.net</a> is April 20.</li> </ul>	X	
<ul style="list-style-type: none"> <li><b>September 1, due date.</b> If your state is in the rotation schedule for the Nominating Committee, a member who meets all qualifications shall be elected by the Governing Board of the State Garden Club during the even-numbered year before service.</li> </ul>		X
<b>October - December</b>		
<ul style="list-style-type: none"> <li><b>October 15 - Club applications for Plant America Community Grants are due.</b></li> </ul>	X	X
<ul style="list-style-type: none"> <li><b>October 31 – Deadline for submitting NGC dues to NGC Headquarters (NGC Bylaws, Article VII – Dues, Fees, and Contributions, Section 1. Dues.</b> Annual dues of each State Garden Club shall be \$1.00 per capita on all categories of members, including NGC Life Members. 1) Annual dues for State Garden Club membership shall be paid to NGC Headquarters between June and <b>October 31</b></li> </ul>	X	X

of that year. 2) Annual dues shall be delinquent after <b>October 31</b> . Notices of dues unpaid as of the Fall Board Meeting shall be given by the First Vice – President/President-Elect. Donna Rouch.		
<ul style="list-style-type: none"> <li>Consider and choose state projects that could apply for the NGC Award of Excellence for States. The Award is \$500 and a certificate. Deadline for submitting applications is January 1.</li> </ul>	X	
<ul style="list-style-type: none"> <li>Send name of your successor and contact information to NGC President-Elect Donna Rouch at <a href="mailto:DRouch@gardenclub.org">DRouch@gardenclub.org</a></li> </ul>		X
<ul style="list-style-type: none"> <li><b>TIP:</b> Consider making room reservations <b>early</b> at the hotel for NGC Convention in the spring. This information is posted on the NGC website approximately Dec. 1. Booked rooms go quickly and the hotel may not allow additional booked rooms or have the additional booked rooms at a higher price.</li> </ul>		
<ul style="list-style-type: none"> <li><b>December 15</b> - Deadline for NGC Award of Excellence Applications to Award of Excellence NGC Chairman Gerianne Holzman <a href="mailto:GHolzman@gardenclub.org">GHolzman@gardenclub.org</a> – not the NGC Awards Chairman. State projects are eligible for a Certificate and a \$500 cash award.</li> </ul> <p><b>Other NGC awards:</b></p> <p>Awards year is January 1 – December 31. Award Application is due January 25 to the NGC Chairman or designated chairmen.</p> <p>Send to your State Awards Chairman by the requested due date. Only awards submitted through State Chairmen will be accepted.</p> <p>NGC Award Chairman Diane Harbin, <a href="mailto:dianejharbin@comcast.net">dianejharbin@comcast.net</a> or NGC Awards Co-Chairman Marilyn McDonnell, <a href="mailto:MMcdonnell@gardenclub.org">MMcdonnell@gardenclub.org</a></p>	X	X
<ul style="list-style-type: none"> <li>Encourage your successor (Vice-President) to attend the NGC Convention. The Vice-President will have the opportunity to become acquainted with the NGC process.</li> </ul>		
<ul style="list-style-type: none"> <li>Have the governing body (Board of Directors) of your state vote to endorse any candidate for NGC Office in sufficient time before the deadline for the candidate to submit their application and resume to the NGC Nominating Committee Chairman.</li> </ul>	X	
<b>February - March</b>		
<ul style="list-style-type: none"> <li><b>February 1</b> - NGC Scholarship deadline. Applications for the NGC Scholarship must be accepted by the state up until February 1, which is NGC's deadline, no matter what date the state may have for accepting other scholarship applications.</li> </ul>		
<ul style="list-style-type: none"> <li>Send to NGC Credentials Chairman the names of delegates from the state to NGC Convention. The number of delegates is determined by the number of members in the state. This information is in <i>NGC Bylaws, XII, Convention and Meetings, Section 1, 2 and 3.</i></li> </ul>		

<ul style="list-style-type: none"> <li>Register to attend the NGC Convention and make travel plans.</li> </ul>	X	X
<ul style="list-style-type: none"> <li>If you cannot attend the NGC Convention, notify the NGC President</li> </ul>	X	X
<ul style="list-style-type: none"> <li><b>March 1</b> – Ames Grant applications are due from Garden Clubs. Applications are accepted January 15 – March 1.</li> </ul>	X	X
<ul style="list-style-type: none"> <li><b>March 31</b> – NGC State Garden Club President’s Report and History has been combined is due. Find the form at <a href="https://gardenclub.org/ngc-stat-presidents">https://gardenclub.org/ngc-stat-presidents</a> under State Presidents.</li> </ul>		X
<b>April – May</b> (Annual NGC Convention is held anytime from the last week in April to the first week in June)		
<ul style="list-style-type: none"> <li><b>April 20</b> – NGC Candidate applications are due to the chairman of the Nominating Committee as well as state endorsements are due.</li> </ul>	X	
<ul style="list-style-type: none"> <li>At the NGC Convention, the State President attends the NGC Board of Directors Meeting, All business sessions, award presentation ceremony and any meetings for State Presidents.</li> </ul>	X	X
<ul style="list-style-type: none"> <li><b>May 31</b> – Final application accepted for Espoma Grants. Espoma grant applications are accepted October 1 – May 31.</li> </ul>	X	X

## GENERAL GUIDELINES

### Board of Directors

- You are a member of the NGC Board of Directors by virtue of your being a State President. Duties of the Board of Directors are listed in **NGC Standing Rules, Board of Directors. On the website:** <https://gardenclub.org/member-resources>
  - Board Members are responsible for making their own hotel reservations and travel plans.
  - If you are unable to attend any NGC Conventions or Fall Board Meetings, you should notify the NGC President in order that permission may be received for a Vice-President of your State Garden Club to represent the state as an alternate.
- You will receive a “call” to Board of Directors meetings by email and a “call” letter for submission of recommendations by email from NGC Headquarters. Please take advantage of this opportunity to submit your ideas and suggestions to NGC.

### NGC Website

- Visit the NGC website and familiarize yourself with the information that can be found there.
- Unique IDs and passwords are required for logging onto the Board of Directors’ site which you can access as long as you are a member of the Board of Directors. A unique ID will be sent to you from NGC HQ ([website@gardenclub.org](mailto:website@gardenclub.org) with “An administrator created an account for you at National Garden Clubs, Inc.” on the subject line) so you can set up a password so you can log onto the BOD site. This will be done at the beginning of the administration.

### Publications

- State Presidents can find a copy of the NGC magazine, *The National Gardener (TNG)* and the NGC Blog on the NGC website. You may obtain free subscriptions which is

found on the Home (front) page of the website for TNG and Search for Blog Subscriptions.

2. All members are welcome and encouraged to send articles to *The National Gardener and the NGC Blog*.
3. The *NGC Directory* will be available on the Board member site of the NGC website.

### **Visit by NGC President**

1. If your state wishes to invite the NGC President to attend a state function during an administration, initial contact may be made by email. Follow-up by using the *NGC President's Travel Form*, which can be downloaded from the NGC Website on the State Presidents' page. Located at <https://gardenclub.org/ngc-state-presidents>
2. A state not responsible for paying for the lodging, transportation, and registration for an NGC President. Located in NGC Standing Rules, Finance, #12.  
Hospitality is always welcome such as a transportation from the airport and a page to assist the President at the meeting.
3. It is optional how much time an NGC President stays at an event, either by the host's choice or the travel schedule of the President. It is a good idea to determine in advance the order of importance as to which portions of the event you wish the President to attend, as well as any responsibility during that function, if the president is not able to stay for the entire event.

### **Certificates**

NGC has certificates available for use in your state.

1. The following can be purchased from the NGC Online Store, [www.gardenclub.org/shop](http://www.gardenclub.org/shop)
  - Award of Distinguished Service
  - Blank certificate with Columbine Floral Frame
  - Certificate of Commendation
  - Emeritus Flower Show Instructor
  - Emeritus Flower Show Judge
2. The following certificates with the NGC President's signature are available upon request by calling NGC Headquarters emailing at [headquarters@gardenclub.org](mailto:headquarters@gardenclub.org).
  - Anniversary certificates for CLUBS 50 years or older; requests after 50 years should be in five-year increments. Example: 50 years, 55 years, 60 years, etc.
  - Blue Star certificates can be requested by the State Blue Star Chairman.
  - 4- and 5-Star certificates can be requested by the associated Chairman.