



*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 objects 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.

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 perhaps a District Officer of their desire to become a federated 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
Name of a reference book such as *Robert's Rules of Order Newly Revised* to govern the proceedings in all cases to which they are applicable and in which they are not inconsistent with these bylaws and standing rules.

Article IX - Amendments
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.

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