

## NGC Timeline and Guidelines for State Presidents

State President		
Before/As Your Administration Begins		
February - May		
<ul style="list-style-type: none"> <li>Respond to Editor of the <i>NGC Directory</i> on accuracy of your contact information, as well as your state's website address.</li> </ul>		
<ul style="list-style-type: none"> <li>Distribute information to the clubs in the state about the NGC President's theme and projects.</li> </ul>		
<ul style="list-style-type: none"> <li>Refer to future dates of NGC Convention and Fall Board Meeting dates for this administration before setting dates for your state's meetings</li> </ul>		
<ul style="list-style-type: none"> <li>If your state wishes to invite the NGC President to attend a state function during the administration, refer to <b>General Guidelines, Visit by NGC President.</b></li> </ul>		
<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>		
Send name and contact information to NGC FSS Credentials Chairman, Suzy Andrego, <a href="mailto:Sandrego@aol.com">Sandrego@aol.com</a> . <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>		
Send name and contact information of other State Environmental, Landscape Design & Gardening School Chairmen to: Rebecka Flowers, NGC HQ <a href="mailto:RFlowers@gardenclub.org">RFlowers@gardenclub.org</a>		
<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>		
	<b>First Year</b>	<b>Second Year</b>
June - August		
<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; This will no longer be a printed directory so if you would like a hard copy, print it off of the NGC website. refer to <b>General Guidelines, Publications, #3.</b></li> </ul>		
<ul style="list-style-type: none"> <li><b>July 1</b> – Deadline to send list of all club presidents' emails or contact information to NGC Headquarters, Katie Roth, <a href="mailto:kroth@gardenclub.org">kroth@gardenclub.org</a>, Changes may be sent at any time during the year.</li> </ul>		
<ul style="list-style-type: none"> <li><b>July 1</b> – Deadline to send name and CURRENT contact information of NGC Scholarship Chairman for your state to NGC Scholarship Chairman.</li> </ul>		
<ul style="list-style-type: none"> <li>Register to attend the NGC Fall Board of Directors Meeting by mail or with a credit card on the NGC website. All State Presidents must attend. If you are not able to attend, you should notify the NGC President; refer to <b>General Guidelines, Board of Directors #1.</b></li> </ul>		

<ul style="list-style-type: none"> <li>• <b>TIP:</b> Consider making a room reservation <b>early</b> at the hotel for NGC Fall Board Meeting. This information is distributed at the NGC Post-Convention/Convention Board Meeting.</li> </ul>		
<b>September</b>		
<ul style="list-style-type: none"> <li>• NGC Fall Board Meeting – no report required.</li> </ul>		
<ul style="list-style-type: none"> <li>• Applications to become a candidate for an NGC Officer will be on the NGC website after the Fall Board Meeting. This information needs to be distributed to interested persons in your state that qualify; refer to <b>General Guidelines, NGC Elected Officers.</b></li> </ul>		
<b>October - December</b>		
<ul style="list-style-type: none"> <li>• <b>October 31</b> – Deadline for submitting NGC dues to NGC Headquarters (<i>NGC Bylaws</i>, Article VII – Dues, Fees and Contributions, Section 1. Dues.)</li> </ul>		
<ul style="list-style-type: none"> <li>• Consider and choose state projects that could apply for the NGC Award of Excellence for States.</li> </ul>		
<ul style="list-style-type: none"> <li>• Send name of your successor and contact information to NGC President-Elect.</li> </ul>		
<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 distributed at the NGC Fall Board Meeting.</li> </ul>		
<b>January</b>		
<ul style="list-style-type: none"> <li>• <b>Jan 1</b> - Deadline for NGC Award of Excellence Applications to Award of Excellence Chairman – not the NGC Awards Chairman. State projects are eligible for this \$500 cash award.</li> </ul>		
<ul style="list-style-type: none"> <li>• Encourage your successor to attend the NGC Convention.</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>		
<ul style="list-style-type: none"> <li>• If it is your state's turn in the rotation of your Region, there must be an election of the Region Director and Alternate Director and/or a Member to the NGC Nominating Committee at one of the meetings of the Board of Directors of your state during the even-numbered year. (<b><i>NGC Bylaws, Article X. NOMINATING COMMITTEE and Article XI. ELECTION OF OFFICERS, Section 2. ELECTION OF REGIONAL DIRECTORS AND ALTERNATE REGIONAL DIRECTORS.</i></b>)</li> </ul>		
<b>February - March</b>		
<ul style="list-style-type: none"> <li>• <b>March 1</b> - NGC Scholarship deadline. Applications for the NGC Scholarship must be accepted by the state up until March 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 <b><i>NGC Bylaws, Article XII, Convention and Meetings, Section 1, 2 and 3.</i></b></li> </ul>		
<ul style="list-style-type: none"> <li>• Register to attend the NGC Convention and make travel plans.</li> </ul>		
<ul style="list-style-type: none"> <li>• If you cannot attend the NGC Convention, notify the NGC President; refer to <b>General Guidelines, Board of Directors #1.</b></li> </ul>		

<p><b>April – May</b> (Annual NGC Convention is held anytime from the last week in April to the first week in June)</p>		
<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>		
<ul style="list-style-type: none"> <li>If you would like to serve on the next administration’s Board of Directors, fill out an application that will be sent to you or one posted on the web.</li> </ul>		

**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, page 4.**
  - 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)* on the NGC website, and the NGC State Presidents’ newsletter, *Keeping in Touch (KIT)* will be emailed to you by Constant Contact for you to pass along to your club presidents.
- All members are welcome and encouraged to send articles to *The National Gardener*.
- At the beginning of the administration, the *NGC Directory* will be available on the Board member site of the NGC website.

**Visit by NGC President**

- If your state wishes to invite the NGC President to attend a state function during an administration, initial contact may be made by email or regular mail. Follow-up by using the *NGC President’s Travel Form*, which can be downloaded from the NGC Website, Board site, State Presidents’ page.
- A state is not responsible for paying for the transportation cost of an NGC President. **NGC Standing Rules**, “1. a. NGC budgets for transportation costs for the NGC President.

Hospitality is required....” “Hospitality” means meals, lodging and transportation from the airport, if necessary.

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 (314) 776-7574 or 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.

### **NGC Elected Officers**

Consider endorsing a member from your state for an NGC elected office.

1. Endorsement and Resume forms, as well as the procedure and deadlines, will be available on the NGC website after the first NGC Fall Board Meeting.
2. As State President, your responsibilities to help a member apply to be a candidate are:
  - Encourage qualified members to apply. Get the word out to members in your state by email, newsletters and talking about it in visits to clubs and districts in your state.
  - A State Garden Club may present **one name** for each elective office.
  - Be sure to have the governing body (Board of Directors) of your state vote to endorse any candidates in sufficient time before the deadline for the candidate to submit their application and resume to the NGC Nominating Committee Chairman.
  - The State President writes a letter of recommendation on one side of the Endorsement Form.
  - **NOTE:** The candidate submits the forms to the Chairman of the Nominating Committee – NOT the State President.
3. A candidate must meet the eligibility requirements for the office as stated in the **NGC Bylaws, ARTICLE VIII, OFFICERS- ELIGIBILITY, Section 1.**
4. A candidate may apply for only one office.
5. Qualities of a good candidate are:
  - An experienced member with vital interest in the work and objectives of state, region and national garden club organizations.
  - A worthy representative; able and willing to attend all Executive Committee and Board of Directors meetings, special called meetings and annual conventions.
  - Prepared to meet the financial obligations of the position.