

A GUIDE TO MEMBERSHIP IN TEXAS GARDEN CLUBS, INC.

This manual has been prepared as a guide to the steps needed to affiliate with our organization. The Vice President of Membership oversees this process as stated in TGC Bylaws, Article XVI, Section 1.f. - Membership.

TEXAS GARDEN CLUBS, INC. BYLAWS ARTICLE XVI

SECTION 1.f. Membership

(1) The Chair of Membership shall be a Vice President of Texas Garden Clubs, Inc. The Chair shall promote public relations between individual clubs and the State organization, initiate programs for enlarging membership of existing clubs, encourage and process new clubs. The Chair shall facilitate transfers of members between Texas Districts and cities, and welcome new members from out of state. The Chair shall assist local Texas members who transfer to other states by writing letters of introduction to the President or Membership Chair of Garden Clubs in the new state.

(2) The Chair shall receive and process applications for membership from garden - related groups and organizations desiring affiliate member status.

TEXAS GARDEN CLUBS, INC. BYLAWS ARTICLE IV - MEMBERSHIP

The membership of Texas Garden Clubs, Inc. shall consist of two classes: Voting members and non-voting, contributing members.

SECTION 1. Voting

(1). Voting members shall consist of garden clubs with ten (10) or more members paying per capita dues to Texas Garden Clubs, Inc. Membership applications shall be accompanied by a written recommendation from a member club in the same district. This recommendation, with a check covering dues for the first year together with a complete roster of members, must be sent to the State Membership Chair who will process the application.

(2). Councils of Garden Clubs may be admitted to membership upon request by payment of annual dues, provided they meet the following criteria:

- a. be composed of a minimum of three (3) organizations in good standing, two (2) of which are Federated Garden Clubs.
- b. the third organization necessary to qualify as a Council may be an Affiliate member in good standing. Additional members may be either Federated Garden Clubs or Affiliates, all in good standing.

DUTIES AND RESPONSIBILITIES OF STATE MEMBERSHIP CHAIR

The Membership Chair should be familiar with the rules regarding membership in Texas Garden Clubs, Inc. as stated in the Bylaws. (Bylaws excerpts see pages 17-21 this of this manual.) One should also be familiar with Membership Procedure to be able to answer any inquiries received.

ORGANIZATION OF STATE MEMBERSHIP COMMITTEE

Members of the Membership Committee must be approved at the first Executive meeting following installation. Therefore, they must be chosen before that time. Each District needs to be represented. Usually, the Membership Chair in a District serves in this capacity unless otherwise designated by the Director. Contact the incoming Director for each District prior to installation for the name of person who will represent the District on your committee.

During the summer following installation, the State Membership Chair mails to each committee member an Organization Packet and description of responsibilities. The Membership Chair schedules a committee meeting during the Fall convention of the odd numbered year, requesting all members of the committee to attend. The purpose of this meeting is to review the procedure, answer questions, exchange ideas, and encourage active participation in organizing new garden clubs.

Emphasize the fact that they, as Chair, should not only work directly in trying to organize new clubs, but upon request, assist other groups which are in the process of organizing new clubs.

Ask each District member to give you, for your file, a statement of requirements for membership in their District, i.e., dues etc. Some Districts have a "Membership Application" which they mail or give to a club being organized which sets out dues, to whom to be mailed, and something about the meetings and projects in their Districts. A suggested sample is included in this manual on page 29. This can be given to a prospective club as an idea of what belonging to a District means and the advantages.

In any event, the District Membership Chair should coordinate the federation with TGC, Inc. and enrollment in the District.

Explain the procedure by which a club is approved. **ALL APPLICATIONS AND CHECKS FOR DUES ARE TO BE MAILED TO THE STATE MEMBERSHIP CHAIR**, who processes and sends them to Headquarters.

PROCESS ALL APPLICATIONS PROMPTLY. It is very frustrating for an enthusiastic group to wait weeks for approval. If there is something lacking in the application, write a diplomatic letter explaining what is necessary to complete the application. Let them know how pleased we are to have them join us.

ADMINISTRATIVE DETAIL FOR STATE MEMBERSHIP CHAIR

1. ANSWERING QUESTIONS FOR ORGANIZATION INFORMATION

- a. If an inquiry comes from a federated club:

Expedite the process by sending the club one of the Organization Packets (see page 12) with a cover letter advising them of the name and address of the District Membership Chair, stating she/he is available to assist them if needed. Send a copy of the letter to the District Membership Chair so she/he can follow up and offer assistance.
- b. If the inquiry comes directly from a group desiring to organize:

Send the Organization Packet (removing the “Responsibilities of the Sponsoring Club”). The cover letter should give them the name, address and phone number of the District Membership Chair, advising them that all new clubs must be sponsored for membership by a federated garden club within their District, and that they will be contacted by a member of a federated club or the District Membership Chair. Send a copy of this letter to District Membership Chair who may wish to contact them directly or assign some nearby club to sponsor and assist them in the organization process.
- c. After a reasonable time (perhaps six weeks) if no application for membership has been received, contact the District Membership Chair by mail (with a copy to the District Director) requesting a report of the progress.

2. PROCESSING AN APPLICATION FOR MEMBERSHIP

- a. A completed Application for Membership should include the following:
 - (1) Application form properly filled out. (Each State Membership Chairman should be sure that his/her name, address, and zip code appear on the application forms, during her administration.)
 - (2) A Membership Roster form beginning with President’s and Treasurer’s name and address, listing the remaining members and complete mailing addresses in alphabetical order.
 - (3) One check for dues of **eight dollars (\$8.00)** for each member whose name appears on the form. The check should be made payable to Texas Garden Clubs, Inc.
 - (4) A letter of recommendation from the sponsoring garden club, signed by the club president.
- b. Steps taken by Membership Chair in processing new clubs.
 - (1) Check to see that town and District are on form.
 - (2) Count names on the roster and see if the check amount corresponds with all of the listed members.

- (4) If all items are in order, you are ready to send the Application and dues check to Headquarters along with card. If anything is missing or is not correct the club must be written for information to complete. **DO NOT SEND APPLICATION TO HEADQUARTERS UNTIL THE APPLICATION IS COMPLETED AND YOU HAVE ENTERED THE DATE APPROVED AND SIGNED YOUR NAME ON THE FORM.**
 - (5) File copy of application form, card, related material and all correspondence, putting club number on each piece of correspondence.
- c. Steps Taken When Club Has Been Approved
- (1) Mail new club president a letter of welcome from you as State Membership Chair.
 - (2) Write sponsoring club a letter of appreciation, and include a list of “Sponsoring Club’s Responsibilities” (see page 8).
 - (3) Headquarters will mail NEW CLUB PACKET (contents listed on page 14 of this manual.)
- d. Record Keeping
- (1) Set up a Record Book for your administration. You will be asked to report at the Spring and Fall Conventions. Also, it will be necessary for you to correspond with the National and Regional Membership Chair, providing them with the number of new clubs for their reports at annual conventions. Included in your report at the state conventions and to the National and Regional Membership Chair the number of clubs dropped from membership and new members gained. This information is available at Headquarters.

REINSTATEMENT OF DELINQUENT CLUBS

(See Bylaws, Article V, Section 2.b)

Clubs not paying annual dues by May 31 are declared delinquent and are dropped from membership if dues are not paid by December 1. Prior to the Fall Convention, Headquarters will provide a list of all clubs, by District, who have not paid their dues as of September 1. A copy of this list will be sent by Headquarters to the appropriate District Directors who should follow up with each club and try to keep them from being dropped from TGC membership. At the time the District Directors are notified of delinquent clubs in their District, Headquarters will send a reminder letter of delinquent dues and possible suspension on December 1 to each club's president of record. It is often easier to "save" a club than to get it to reinstate. If a club is declared dropped from membership, and they later wish to reinstate, the same procedure is followed as required for a new club.

Clubs who have lost their nonprofit status and choose to reorganize as a new club should apply to join TGC going through all steps that a new club would have to complete, including a letter of recommendation from a federated club in good standing. Clubs who have lost their nonprofit status and choose to retain their name and file IRS form 1023 and pay \$400 fine would only need to pay dues to bring them into compliance.

Passed at General Assembly - Corpus Christi, April 2016
Approved: Organization Studies October 2017

MEMBERSHIP TRANSFERS

Occasionally, a member of one of the member clubs of Texas Garden Clubs will move to another state and may wish to continue her/his affiliation with another federated garden club in the city to which she/he is moving. You can provide her/him with a "Membership Transfer Form" containing information of her/his present affiliation and interest, and new address and phone number. (See Membership Transfer Form on page .27)

The completed form should be returned to you, and as Membership Chair you will mail this form with a cover letter to the State President to which the member is moving.

If the move is within the State, the State Membership Chair or the District Director receives the completed form and can direct it to the proper club in the city where the member is moving.

MEMBERSHIP AWARDS

The Membership Chair is responsible for reviewing the Membership Awards in the current TGC Awards Brochure, South Central Region and National Garden Clubs, Inc. Awards list. (SCR and NGC Awards lists are published in the summer of the odd numbered year in each organization's respective publication. See page 24 of this manual for TGC Membership Awards or the current TGC Awards Brochure available from Headquarters.)

All Membership awards are mailed directly to the Membership Chair. After consulting with TGC Office Manager, the Membership Chair is responsible for processing The Mary Louise Michie Membership Extension Award of Excellence, Membership Extension (see page 23), and Club Membership Extension Awards. After awards have been processed, the Chair should send a report to the State Awards

Chair so that award certificates can be presented at the Spring Convention.

The membership Trophy is presented to the District with the largest percentage of growth during the current Awards Year. The TGC Office Manager will have gathered the required statistics and is responsible for having the trophy engraved, and when attending the convention will transport trophy to be presented.

RESPONSIBILITY OF DISTRICTS IN ORGANIZING NEW GARDEN CLUBS

The District and State organizations should work closely in an effort to organize new clubs. Each District is represented on the State Membership Committee, usually the Membership Chair.

RESPONSIBILITY OF DISTRICT MEMBERSHIP CHAIR

1. Serves on the State Membership Committee as a representative from his/her District.
2. Works actively to organize clubs, and to encourage all members of the District to assist in the organization. Encourages established clubs to increase membership.
3. The State Membership Chair will provide you with a sample of the TGC Organization Packet to give to a club organizing a new garden club. It is your responsibility to have additional copies duplicated for use in your District.
4. If your District has an application form for District membership, include this in the Organization Packet (see sample of District Membership form on page 26). If your District does not, include a letter extending an invitation for District membership, amount of dues, and to whom sent. Offer assistance in organizing a new club.
5. Upon receipt of a card from the State Membership Chair indicating a new club has been approved, write a letter of welcome to the president of the new club, offering assistance in getting their club started.
6. Keep in contact with new clubs for the first year in case they have questions or are experiencing difficulties or problems.

RESPONSIBILITY OF THE DISTRICT DIRECTOR

1. Be familiar with the procedure for organizing a new club and getting it approved. Be familiar with duties of District Membership Chair and help her/him in any way possible.
2. Upon receiving a card of approval for a new club from the State Membership Chair, write a letter of welcome from the District. Include the most recent District Newsletter and a list of the District officers and chairs. Invite them to participate in District activities, and inform them of any help available in the District such as a speaker's list, etc.

**RESPONSIBILITY FOR ESTABLISHED CLUBS, COUNCILS,
FORUMS OR FEDERATIONS**

1. When you are notified of delinquent clubs in your District in the fall, contact them immediately to see why dues have not been paid. If the club is disbanding advise State Headquarters that they are to be dropped.
2. If the club is in the process of disbanding and members cannot be convinced to continue in garden club work. Do not advise Headquarters until you are sure the club cannot be saved.
3. In the event they should reconsider after being officially dropped, then Reinstatement requires the same procedure as a new garden club.

SPONSORING CLUB'S RESPONSIBILITIES

1. Should keep in contact with the new club for at least the first two years.
2. Offer to help with any problems they may have.
3. Offer to help write the new club's Bylaws.
4. Offer to help with yearbook. Assist them in planning programs and finding speakers or material.
5. Invite them to attend special guest day meetings at your club, or flower shows.

***REMEMBER, A NEWLY FEDERATED GARDEN CLUB SHOULD NEVER BE LOST
THROUGH NEGLECT***

QUESTIONS THAT MAY BE ASKED BY PROSPECTIVE GARDEN CLUB MEMBERS

The following questions and answers may be used in talking with a group of prospective garden club members. The following are questions that could be in the minds of those present or that may arise during the organizational meeting. Other questions may arise, but these are the ones that are most likely to concern the group.

In organizing a garden club always be enthusiastic, convey a positive and intriguing attitude in order to stimulate their interest and desire to join the largest organized group of gardeners in the world.

Your group will have interest and backgrounds that are diverse, but they all have one thing in common and that is their love of gardening, interest in their communities, interest in preserving, conserving and enhancing our country's natural resources, and have an interest in the youth of today. If the person organizing the club can strike a chord on any one of their interests, they will want to join Texas Garden Clubs, Inc.

In organizing a garden club, we must sell the organization, and to sell anything it must appear attractive and worth the price.

QUESTIONS AND ANSWERS

WHAT IS A GARDEN CLUB? – A group of people who are basically interested in growing plants, flowers, vegetables, flower arranging or landscaping. However, a federated garden club is much broader in scope than horticulture, landscaping and flower arranging.

WHAT DOES THE TERM “FEDERATED” MEAN? – To be a federated garden club it is necessary for the club to become a member of Texas Garden Clubs, Inc., which will automatically make the club a member of National Garden Clubs, Inc.

WHAT ARE NATIONAL GARDEN CLUBS, INC., AND TEXAS GARDEN CLUBS, INC.? - Texas Garden Clubs, Inc. is an association of those garden clubs which wish to work together as one large organization. There are over 450 clubs with 8,000+ members with a State Headquarters located in the Fort Worth Botanic Gardens. Texas Garden Clubs, Inc. is affiliated with South Central Region (Arkansas, Oklahoma, New Mexico, and Texas) and National Garden Clubs, Inc. National Garden Clubs, Inc. is made up of the 50 states, the District of Columbia, 49 National Affiliates, and 330 International Affiliate members which represents some 5,000 clubs and 136,000 members. National Garden Clubs, Inc.'s Headquarters is located in St. Louis, MO.

WHAT ARE THE PURPOSES OF TEXAS GARDEN CLUBS AND NATIONAL GARDEN CLUBS OTHER THAN GARDENING AND FLOWER ARRANGING? – The broad purposes of both organizations are the same – Conservation of our natural resources, scholarship, preservation of forest, wildlife and wildflowers, roadside development and beautification, extension of individual horticultural knowledge, the study of landscape design, the preservation of historical places and related garden arts.

WHAT ARE THE ADVANTAGES OF BECOMING FEDERATED WITH THESE TWO ORGANIZATIONS? – All of the purposes just mentioned will be more effectively accomplished by uniting our efforts through a state and national organization. Also, the educational opportunities and tools and other benefits provided by both organizations to member clubs.

WHAT ARE SOME OF THE BENEFITS OF BELONGING TO TEXAS GARDEN CLUBS, INC.? Every member receives a subscription to *The Lone Star Gardener* which is TGC's official periodical published quarterly. It is the official line of communication between TGC and its members. It also features articles on horticulture and other subjects related to flower arranging or garden arts.

The president of all federated clubs receives a complimentary copy of *The National Gardener*, which is the official publication of National Garden Clubs, Inc. and contains information relative to the work of the organization and garden related articles, book reviews and feature articles. It is published quarterly. It is posted on the Texas Garden Club website.

The club and its members are eligible to compete for State, Regional and National Awards that are awarded annually. These awards are presented to clubs for outstanding projects and accomplishments at the Spring Convention each year.

Members have the privilege of attending Flower Show Schools, Environmental School, Garden Study Courses, and Landscape Design Study Courses.

Club members may borrow books from the Marian Campbell Library located at Headquarters in Fort Worth by mail.

Members may consult with the State Chair on all phases of garden club work or Plant Specialists on their particular horticulture specialty.

Every club member is invited to attend the District, State, Regional or National Conventions where they will hear outstanding speakers, gain helpful ideas for the club's work and enjoy the entertainment. Have the opportunity to visit gardens and other places of interest and meet new people with mutual interests.

Clubs may sponsor Junior, Intermediate and High School Garden Clubs within their community and provide an outlet for the younger generation.

Speaker's lists are available through the Districts. These are garden club members who are willing to share their knowledge with other club members.

WHAT ARE FLOWER SHOW SCHOOLS, LANDSCAPE DESIGN SCHOOLS, ENVIRONMENTAL STUDIES SCHOOL, GARDEN STUDY COURSES AND SYMPOSIUMS? – Flower Show Schools are offered several times a year in different areas of Texas. The subjects taught are Floral Design, Horticulture, and Flower Show Procedure. These are designed to guide members in growing and showing horticulture specimen and creative floral designs.

Landscape Design Courses are for members who wish to be better informed on landscaping in order to better landscape their own yards as well as improve the community environment.

Garden Study Courses are offered to members to expand their knowledge of growing plants. Subjects covered in these courses are soil structure, effects of weather, proper pruning, propagation, use of pesticides and both flower and vegetable growing. Environmental Studies Schools are designed to help the public become aware of, and concerned about, the total environmental and its associated problems. It will give knowledge, attitude, motivation, skill and commitment to work individually and collectively toward solutions of current problems and the prevention of new ones.

After successfully completing the Flower Show Schools and taking the Reading Exam the student becomes a National Flower Show Judge. After successfully completing four Landscape Design Courses the student becomes a Landscape Design Consultant, after successfully completing the four Garden Study Courses, the student becomes a Garden Study Consultant, and after successfully completing the four Environmental Studies Courses, the student becomes an Environmental Studies Consultant.

Symposiums are advanced courses for Flower Show Judges for the purpose of refreshing judges' certificates, but these are open to all garden club members to audit.

WHO IS ELIGIBLE FOR MEMBERSHIP IN TEXAS GARDEN CLUBS, INC.? – Any garden club organized for the purposes stated earlier may apply for membership, and upon meeting the simple requirements and payment of the first year's dues.

HOW DOES A CLUB APPLY FOR MEMBERSHIP? - All clubs must be sponsored by a Federated Garden Club who will in turn secure an application form from the State Membership Chairman with a letter of recommendation from the Sponsoring Club's President and the payment of the first year's dues which are eight dollars (\$8.00) per member. Out of this, **one** dollar (\$1.00) per member goes to pay National Garden Clubs, Inc.'s dues. The remaining **six** seven dollars (\$7.00) is applied to the expense of publishing The Lone Star Gardener and the operation of State Headquarters.

WHEN ARE DUES PAID? – Dues are payable April 1 and are delinquent after May 31. Clubs are encouraged to pay dues in a timely manner.

IF A CLUB JOINS TEXAS GARDEN CLUBS, IS IT REQUIRED TO JOIN THE DISTRICT? – No, but all clubs are encouraged to join the District. To qualify for awards on the District, State, or National level, District membership is required.

WHAT ARE DISTRICTS AND HOW DO WE KNOW IN WHICH DISTRICT OUR CLUB WILL BELONG? - Texas Garden Clubs is divided into ten districts. (See District Map below.) Each District has a Director, officers and chairmen. The Director appoints committees to channel information to the member clubs in the District. This club will be in _____. Some Districts by virtue of their geographical size are divided into Zones. These Districts may have Zone meetings in the Fall and Conventions in the Spring (usually in March and November).

WHAT IS THE PURPOSE OF DIVIDING THE STATE INTO DISTRICTS? – To provide a smaller group with which to work. Texas A & M University has divided the state according to the different types of soil and the Districts basically reflect that in their boundaries. This enables members to exchange ideas and information that will apply to their individual climate and horticultural problems.

CONTENTS OF ORGANIZATION PACKET FOR CLUBS DESIRING FEDERATION WITH TEXAS GARDEN CLUBS, INC.

1. A cover letter expressing appreciation for the inquiry as to the procedure for organizing a club; and stating that the enclosed information will give necessary administrative details, plus information they may find helpful in talking with prospective group.
2. Garden Club Membership Brochure which contains:
 - a. Membership Application
 - b. New Club Membership Roster
 - c. Reasons for belonging to a garden club.
 - d. Questions that may be asked by prospective club members.
3. Several samples of free membership material are available for the asking from National Garden Clubs, Inc.
4. Each application for membership must be accompanied by a letter from a sponsoring federated club. When the name of this club is determined, send a copy of “Statement of Responsibility of Sponsoring Club” (see 8). If an inquiry comes from a prospective group, this statement would be withheld until the sponsoring club is determined.

Samples of Membership Application and New Club Membership Roster are provided on the Texas Garden Club Website.

The State Membership Chair will furnish a sample packet to each District Membership Chair. Each District can make copies for their own use. The State Membership Chair should have some of the free National Garden Clubs, Inc. material to give out.

When a District Membership Chair gives out one of their organization packets, she should include an invitation to join the District. If the District has a District Application form, this should be included in the State packet. If not, in the cover letter state the amount of District dues and to whom to be sent. Also include some of the activities in the District which would appeal. This is repeated in “Responsibility of District” section.

CONTENTS OF NEW CLUB PACKET

1. Welcome letter from the State President
2. Copy of TGC Bylaws
3. Listing of Club Officers
4. Library Policy
5. Donation Sheet & Brochure Listing
6. Headquarters Information
7. A Force for Good
8. Illustrated Lectures from National
9. Instantized Yearbooks
10. Parliamentary Helps
11. Preparing and Judging Yearbooks
12. Member Services Catalog
13. What Every Garden Club Member Should Know
14. Web-site address and member's password

These Kits are to be assembled at Headquarters and sent out when a new club has been approved for membership. Kits do not go to Affiliate members or Councils.

The State Membership Chair should check with Headquarters personnel periodically to be sure enough Kits are on hand; or if supply is low, to order the free material from National immediately as it takes a while to receive. It would be a good idea to have it mailed directly to Headquarters. When you are installed, check to see number on hand at that; and whether any of the information needs to be updated. Then, keep a running total so you will know what the probable available supply is.

Upon approval for membership, a new club should receive the Kit immediately.

EXAMPLE OF CLUB AGENDA

1. CALL TO ORDER – (the meeting of the _____ Garden Club will come to order)
2. ROLL CALL – (members may be asked to answer with their favorite bird, flower, or tree)
3. READING AND APPROVAL OF MINUTES – (Are there any corrections or additions to the minutes? If not, they stand approved as read. If there are corrections, they “stand approved as corrected”.)
4. REPORTS OF OFFICERS – [Only those officers with reports such as Treasurer, Corresponding Secretary (reads communications). Other officers who report on their assigned jobs.]
5. REPORTS OF CHAIRS – (Call on those Committee Chairs who have reports)
6. UNFINISHED BUSINESS – (Never use the phrase “old business”. This is usually business not completed at previous meetings.)
7. NEW BUSINESS
8. ANNOUNCEMENTS
9. PROGRAM – (Never “turn” the meeting over to the program chair. Ask the Program Chair to present the program.) The Program Chair will “Introduce the speaker” if he/she is not known to the group and usually gives a brief resume. If the group knows the speaker, the chair “Presents him/her to the members).
10. ADJOURNMENT – (When all business appears to have been taken care of, the chair may say: “there being no further business to come before this assembly, the meeting is adjourned.” Or any member may move that the meeting be adjourned. A vote must be taken and announced by the chair. Then the chair states that the meeting is adjourned or not adjourned, as the vote indicates.)

AFFILIATE MEMBERSHIPS

See Bylaws, Article IV, Membership, Section 2, for statement on non-voting membership, and Section 2.b. for procedure. Also, Article V, Section 4.

When an inquiry is received, send a cover letter of appreciation for the inquiry. If the group is one of our National Garden Clubs, Inc. Affiliates (as listed in back of each *National Gardener*) and the group applying is one of the chapters of such a group, there is no question as to their acceptance.

Sample Application for Affiliate Membership is located on page 29.

COUNCIL MEMBERSHIPS

See Bylaws, Article IV, Membership, Section 1.b.

A council requesting affiliation must fill out an Application for Council Membership, see page 28 of this manual.

The application states the requirements for Council Membership and requests a list of the Council's member clubs. The State Membership Chair will request Headquarters to verify that all clubs listed are in good standing with TGC, Inc.

The required number of clubs to constitute a Council will be determined by the State.

The "Rosters for Federated Councils" should be sent out annually to Affiliated Councils just as rosters for clubs are sent. This way, a check can be kept on whether all clubs are federated. Check with State President to see how she wishes this to be handled – through District Directors, or direct to Councils.

ARTICLE IV - MEMBERSHIP

The membership of Texas Garden Clubs, Inc. shall consist of two classes: Voting members and non-voting, contributing members.

SECTION 1.

1. Voting members shall consist of garden clubs with the members paying per capita dues to Texas Garden Clubs, Inc. Membership applications shall be accompanied by a written recommendation from a member club in the same district. This recommendation, with a check covering dues for the first year together with a complete roster of members, must be sent to the State Membership Chair who will process the application.

2.. Councils of Garden Clubs may be admitted to membership upon request by payment of annual dues, provided they meet the following criteria:

- a. be composed of a minimum of three (3) organizations in good standing, two (2) of which are Federated Garden Clubs.
- b. Third organization necessary to qualify as a Council may be an Affiliate member in good standing. Additional Council members may be either Federated Garden Clubs or Affiliates, all in good standing.

SECTION 2.

Non -voting contributing members shall consist of (6) classes: Life, Members - At –Large, Affiliate, Elementary, Intermediate and High School Gardeners.

Members - At- Large

1) An Individual who is a member of an Affiliate organization of Texas Garden Clubs, Inc.

2) Lone Star Members

a) An individual who is unable to locate a club or Affiliate within reasonable travelling distance from home. Individuals in Texas shall apply in writing or by email to the TGC, Inc. Vice President of Membership.

Members - At - Large/ Lone Star Members upon payment of annual dues of \$25 to TGC, INC. Headquarters shall receive *The Lone Star Gardener* by email and be able to attend TGC, Inc. conventions, and participate, organize, and receive accreditation in NGC, Inc. Flower Show Schools and Educational Schools.

Texas individuals will become members of “The Lone Star Garden Club.”

b) Junior, Intermediate, and High School Gardeners: Shall be organized under the sponsorship of a member club in good standing and according to rules adopted by the Board of Directors.

SECTION 3.

a. Garden clubs belonging to Texas Garden Clubs, Inc. are allocated to the appropriate geographical district in the State, and individual members of such clubs automatically become members of Texas Garden Clubs, Inc., South Central Region, and the National Garden Clubs, Inc.

b. Bylaws of such clubs shall not conflict with National Garden Clubs or State Bylaws.

c. Member clubs of Texas Garden Clubs, Inc. shall be in good standing. (Including membership) in their respective Districts to be eligible to receive State, Regional and/or National Awards.

d. Member clubs of Texas Garden Clubs, Inc. are self-governing in the conduct of their affairs, and are bound to Texas Garden Clubs, Inc. by the common pursuit of purposes and objectives.

ARTICLE V – FISCAL YEAR, DUES AND FEES

SECTION 1. FISCAL YEAR

The Fiscal year of Texas Garden Clubs, Inc. shall be from June 1 through May 31.

SECTION 2. DUES AND DELINQUENCIES

- a. Dues are payable to Texas Garden Clubs, Inc. at Headquarters in Fort Worth.
- b. The annual dues of each club shall be eight dollars (\$8.00) per capita on its membership, including its Life Members of Texas Garden Clubs, Inc., and members who are not active. Dues are payable April 1 and shall be considered delinquent after May 31. The presidents of delinquent clubs shall be notified when delinquent and clubs shall be dropped from membership if dues are not paid by December 1. For reinstatement, clubs shall make an application following the same procedure required for a new club. Clubs failing to remit dues by October 31 shall be excluded from the state awards program.
- c. Dues of eight dollars (\$8.00) shall be remitted promptly by each club to Texas Garden Clubs, Inc. Headquarters for each additional new member joining after April 1 (see b. above). New members may be added throughout the fiscal year; however, they shall not receive Texas Garden Clubs, Inc. membership benefits until dues are received at Headquarters.
- d. Dues paid by new clubs joining after January 1 shall be applied to the following year.
- e. In compliance with requirements in Article IV, Membership, Section 1b. Councils of Garden Clubs, in good standing, shall pay annual dues of twenty-five dollars (\$25.00). Dues shall be payable April 1 and shall be considered delinquent after May 31.
- f. Clubs shall report promptly to Headquarters any deletion in membership.

SECTION 3. LIFE MEMBERS

A Life Member shall pay the sum of one hundred dollars (\$100.00) at the time of acceptance as a Life Member, after which no further Life Membership fee to Texas Garden Clubs, Inc. shall be required.

SECTION 4. AFFILIATE MEMBERS

Affiliate Memberships in Texas Garden Clubs, Inc., may be granted to Men's Garden Clubs of America, Inc., National Plant Societies and other like organizations upon payment of twenty-five dollars (\$25.00) annual membership dues. Dues shall be payable April 1 and shall be considered delinquent after May 31.

SECTION 5. JUNIOR and INTERMEDIATE GARDEN CLUBS

Junior and Intermediate Garden clubs may be admitted as non-voting members upon payment of ten dollars (\$10.00) annually by a sponsoring garden club. Dues are payable to Texas Garden Clubs, Inc. at Headquarters in Fort Worth, and must be paid between April 1 and September 30 for such clubs to be eligible to compete for awards.

SECTION 6. HIGH SCHOOL GARDENERS

High School Gardener units shall pay one dollar (\$1.00) registration fee annually, to be remitted by sponsoring club. Dues are payable to Texas Garden Clubs, Inc., at Headquarters in Fort Worth, and must be paid between April 1 and September 30 for such units to be eligible to compete for awards.

SECTION 7. MEMBERS - AT - LARGE

Members-at-large shall pay twenty-five dollars (\$25.00) annual membership dues, payable to Texas Garden Clubs, Inc., at Headquarters in Fort Worth between April 1 and May 31. Membership dues shall be paid through their affiliated member organization and not on an individual basis.

SECTION 8. LONE STAR MEMBERS

Lone Star Member shall pay twenty-five dollars (\$25.00) annual membership dues, payable to Texas Garden Clubs, Inc. at Headquarters in Fort Worth between April 1 and May 31. Membership dues shall be paid on an individual basis.

ARTICLE VI - MEETING & CONVENTIONS

SECTION 1. SEMI-ANNUAL CONVENTIONS

- a. Regular semi-annual meetings shall be held at a time and place recommended by the Conventions Chair of Texas Garden Clubs, Inc., in agreement with the President and ratified by the Executive Committee.
- b. Special Meetings may be called at the discretion of the President provided the specific purpose for which it is called is stated.
- c. One fifth (1/5) of those registered and qualified to vote shall constitute a quorum.

SECTION 2. CALL FOR CONVENTION

The Call for Spring and Fall Conventions shall be printed in the first and third quarterly issues of The Lone Star Gardener and shall be designated "THE OFFICIAL CALL TO CONVENTION". Time, place, registration blank, hotel information, program and other necessary information shall be included.

SECTION 3. PLANNING AND REPORTING

- a. The local Chair of a Convention shall first confer with the State President and the State Conventions Chair to receive outline for procedure for conventions, for the programs desired and other activities to be scheduled.
- b. Sixty (60) days after the close of the convention, the Convention Treasurer shall send to the Headquarters personnel of Texas Garden Clubs, Inc., with copy to the President, a financial statement of convention income and expenses together with remittance of one-half (1/2) the net income from the event.

SECTION 4. FALL CONVENTION

The Fall Convention shall be hosted each year in some city by invitation, and shall be open to the Executive Committee, the Board of Directors, all members of garden clubs in good standing, Life Members and all members in good standing of Affiliate organizations. All Elected and Appointed Officers shall report; and shall submit copies of written reports to the President, Recording Secretary, Parliamentarian and Historian. Committee Chairs may report if they request time. (See ARTICLE X, SECTION 10.)

SECTION 5. SPRING CONVENTION

The Spring Convention shall be hosted each year in some city by invitation and shall be open to the Executive Committee, the Board of Directors, all members of garden clubs in good standing, Life Members and all members in good standing of member Affiliate organizations. Reports shall be given by all Elected and Appointed Officers, District Directors, and Committee Chairs; and copies shall be submitted in writing to the President, Recording Secretary, Parliamentarian and Historian (See ARTICLE X, SECTION 10; and ARTICLE XVI, SECTION 2.D.)

SECTION 6. VOTING BODY

The voting body of the convention shall be composed of: Elected and Appointed Officers, former Presidents, members of the Executive Committee, the Trustees, Presidents of member clubs (or their alternates), one delegate from each club (or her alternate), Committee **Chairs**, and one delegate (or alternate) from each Council having voting membership. All votes shall be cast in person, in only one capacity.

SECTION 7. ELIGIBILITY FOR VOTING

All those entitled to vote shall be active members of their garden clubs and Tebe familiar with the projects and policies of the State and National organizations.

SECTION 8. MOTIONS

All motions shall be in writing, signed by the maker, with copies presented to the President, the Recording Secretary, and the Parliamentarian.

Texas Garden Clubs Districts



District I Panhandle: Andrews, Armstrong, Bailey, Briscoe, Castro, Childress, Cochran, Collinsworth, Cottle, Crosby, Dallam, Deaf Smith, Dickens, Donley, Ector, Floyd, Gaines, Glasscock, Gray, Hale, Hail, Hansford, Harley, Hemphill, Hockley, Howard, Hutchinson, Kent, King, Lamb, Liscomb, Loving, Lubbock, Lynn, Martin, Midland, Moore, Motley, Ochiltree, Oldham, Parmar, Pecos, Potter, Randall, Reeves, Roberts, Sherman, Stonewall, Terry, Upton, Wheeler, Winkey, Yoakum

District II Blacklands: Archer, Baylor, Bosque, Clay, Cooke, Denton, Erath, Foard, Hardeman, Hiss, Hood, Jack, Johnson, Knox, Montague, Palo Pinto, Somervell, Tarrant, Wichita, Wise, Young

District III East Texas: Anderson, Angelina, Bowie, Camp, Cass, Cherokee, Delta, Fannin, Franklin, Freestone, Gregg, Grimes, Harrison, Henderson, Hopkins, Jasper, Lamar, Leon, Madison, Marion, Morris, Nacogdoches, Newton, Panola, Polk, Raines, Red River, Rusk, Sabine, San Augustine, San Jacinto, Shelby, Smith, Titus, Trinity, Tyler, Walker, Wood, Upshur, Van Zandt

District IV Coastal Prairie: Austin, Brazoria, Calhoun, Chambers, Colorado, Dewitt, Fayette, Fort Bend, Galveston, Gonzales, Hardin, Harris, Jackson, Jefferson, Lavaca, Liberty, Matagorda, Montgomery, Orange, Victoria, Waller, Washington, Wharton

District V Central: Bastrop, Bell, Brazos, Brown, Burleson, Caldwell, Comanche, Coryell, Falls, Gillespie, Culloch, McLennan, Mason, Milam, Mills, Robertson, San Saba, Travis, Williamson

District VI Lower Valley: Cameron, Hidalgo, Starr, Willacy

District VII South Texas: Aransas, Atascocita, Bandera, Bee, Bexar, Brooks, Comal, Dimmit, Duval, Edwards, Frio, Goliad, Guadalupe, Jim Hogg, Jim Wells, Karnes, Kennedy, Kerr, Kleberg, LaSalle, Live Oak, McMullen, Medina, Nueces, Refugio, San Patricio, Uvalde, Webb, Wilson, Zapata, Zavala

District VIII Plateau: Cailahan, Coke, Coleman, Concho, Eastland, Fisher, Haskell, Jones, Kimble, Kinney, Menard, Mitchell, Nolan, Reagan, Real, Runnels, Schleicher, Scurry, Shackelford, Stephens, Sterling, Sutton, Taylor, Terrill, Tom Green, Throckmorton, Val Verde

District IX: Mountain Plains: Rewater, Culberson, El Paso, Hudspeth, Jeff Davis, Presidio

District X Blacklands: Collin, Ellis, Grayson, Hunt, Kaufman, Navarro, Rockwell

MEMBERSHIP AWARDS

CLUB MEMBERSHIP EXTENSION AWARD OF APPRECIATION

submit to TGC Vice President Membership by February 1st

Shall be awarded by TGC to each club sponsoring a new club during the calendar year.

NGC MEMBERSHIP CERTIFICATES

submit applications to TGC Vice President Membership by February 1st.

Member Extension Certificates are presented to clubs that gain more members than they lose.

20 Year Individual Membership Certificates Recognition of individuals who have served a garden club for 20 years may be requested from NGC in St. Louis by the garden club.

50 Year Garden Club Certificates A state may request these certificates from NGC for clubs that qualify.

National Certificate for Sponsoring a New Club TGC VP/Membership obtains these certificates from NGC Membership Chair. May be presented to an individual or a club. Only one certificate is available for each new club sponsored.

MARY LOUISE MICHIE AWARD

submit application to TGC Vice President Membership by February 1st.

TGC Membership Extension Award of Excellence – The Mary Louise Michie Award of one hundred dollars (\$100) may be awarded to the District organizing the most new clubs during the calendar year.

SOUTH CENTRAL REGION MEMBERSHIP AWARD

submit to SCR Awards Chair by February 1st.

South Central Region Award A twenty-five-dollar (\$25.00) cash award may be awarded to a single club with the greatest percentage of new members. Must apply and send yearbook from previous year and current year. (see competitive award section, SCR- 15, of current TGC Awards Brochure)

STATE MEMBERSHIP EXTENSION AWARD

submit to TGC Vice President Membership by February 1st.

An award of fifty dollars (\$50.00) may be presented to the club with the greatest numerical increase in membership. Clubs must file a Membership Extension Application to be eligible for this award. Extension forms are available on page 25 All applications are made through TGC Vice President Membership.

** ** ** ** **

TGC MEMBERSHIP EXTENSION APPLICATION Membership Extension Application must be approved by TGC VP/Membership.

Applications must be received by TGC VP/Membership by January 15.

NAME OF CLUB _____

_____ print in exact manner to appear on certificate Paid Membership January 15
(current year) _____ Paid Membership December 31 (current year)

SIGNED _____

(Club President)

ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

** ** ** ** **

DISTRICT MEMBERSHIP APPLICATION FORM

Some District have created their own Application Forms for District Membership which is optional. However, when a group indicates interest in being federated with TGC, Inc., it is to the District’s advantage to encourage District membership as well. Having an application form for your District can give you an opportunity to inform them of district activities and the advantages. Below is a sample which you might adapt to fit your District.

NAME OF CLUB _____

CITY _____ NUMBER OF MEMBERS _____

PRESIDENT _____

MAILING ADDRESS _____

TREASURER _____

MAILING ADDRESS _____

To be eligible for District membership, your club must be federated with Texas Garden Clubs, Inc. District annual dues are \$2.50 per club plus 30 cents per member. Example:

Club:	\$2.50
Number of members @ \$.30 (10x.30)	\$3.00
TOTAL DUES	\$5.50

Send completed form and check for dues to the District Membership Chairman (or Treasurer):

(Please, insert name and address for club’s convenience.)

OPPORTUNITIES FOR GARDEN CLUBS IN DISTRICTS

MEETINGS: District members meet together in the Spring for a time of fellowship and good informative programs. Some Districts are divided into several Zones (because of their District’s size) and members meet by Zones in the Fall.

PROJECTS: Districts have different projects. Each Director chooses a project for her administration.

Being part of the District enables you to obtain growing information for our soil and climate, and puts you in touch with people having like interests. We would welcome you as a member.

**APPLICATION FOR TRANSFER OF MEMBERSHIP NATIONAL GARDEN CLUBS,
INC.**

FROM _____ TO _____

Name of State Name of State

_____ is a member in good standing of
the of the _____

Name of Garden Club

New Address: _____

and would like to continue her/his membership in National Garden Clubs, Inc. Members club activities, office held, talents, achievements, etc., are as follows:

Signed _____ Club President
State Membership Chair

Address _____

Mail completed application to the State Membership Chair or State President of the State to which garden club member is moving.

APPLICATION FOR COUNCIL MEMBERSHIP TEXAS GARDEN CLUBS, INC.

DATE: _____

NAME OF COUNCIL _____

CITY _____ DISTRICT _____

COUNCIL PRESIDENT _____

ADDRESS/CITY/ZIP _____

NUMBER OF CLUBS _____ (All must be federated in good standing w/TGC, Inc.; four or more clubs)

NAME OF CLUBS:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Federated Councils are entitled to one voting delegate at TGC Conventions. Dues: \$15.00 annually,

Approved: _____

Membership Chair Texas Garden Clubs, Inc.

APPLICATION FOR AFFILIATE MEMBERSHIP

Date _____
Name of Organization _____
City _____ District _____ Number of Members _____
President _____
Address _____ City _____ Zip _____
Email _____ Phone# _____
Treasurer _____
Contact Email Address: _____
Club EIN# _____

Sponsoring Club: _____
Address _____ City _____ Zip _____
Email _____ Phone# _____
Club President _____
Address _____ City _____ Zip _____
Email _____ Phone # _____

An Affiliate desiring membership in Texas Garden Clubs, Inc. must be sponsored by a federated garden club in the same district. A letter of recommendation, signed by the President of the sponsoring club, the complete name, email, mailing address and phone number of the President and Treasurer of organization wishing to become an Affiliate, this completed membership blank, and a check for \$25.00, made payable to Texas Garden Clubs, Inc. should be mailed to the State Membership Chairman.

If a Plant Society, are you a chapter of your corresponding national organization?

Yes _____ No _____

If not, please state the purpose and objectives of your organization:

Approved:

Date: _____ Vice
President – Membership

Note: New clubs may be under the Texas Garden Clubs, Inc. tax umbrella by applying for their own EIN number. For help with this, please contact TGC, Inc. Office.