

**THE
GARDEN CLUB FEDERATION
OF
PENNSYLVANIA

CLUB PRESIDENT'S
HANDBOOK**

**Additional Copies Available From:
The Garden Club Federation of Pennsylvania
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www.pagardenclubs.org**

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CLUB PRESIDENT'S HANDBOOK

THIS BOOK MUST BE PASSED ON TO THE INCOMING PRESIDENT!!!

**IMMEDIATELY UPON ELECTION, PLEASE SEND
THE NAMES AND ADDRESSES
OF NEW OFFICERS AND YOUR GARDEN CLUB NAME
TO:**

**THE GARDEN CLUB FEDERATION OF PENNSYLVANIA
1525 Cedar Cliff Drive, Suite 103
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**and to
THE DIRECTOR OF THE DISTRICT TO WHICH YOUR CLUB BELONGS**

This is the first step to a successful administration. The District Director and the GCFP Headquarters Office must have your name, address, telephone number and e-mail address in order to communicate with you and forward pertinent material.

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CONGRATULATIONS on your recent installation as Club President!

WELCOME to the world of the **GARDEN CLUB FEDERATION OF PENNSYLVANIA!**

This Handbook has been assembled to assist you in more easily attaining the goals you have set for yourself and your club during your term of office.

The GCFP Board is composed of six officers, 2 appointed officers, 3 appointed members , district directors, committee chairs and other members who are available to help you.

The GCFP concerns itself with many diverse interests to better address the needs of our clubs. Join in those activities that appeal to your members.

There is a wealth of information on the GCFP website **www.pagardenclubs.org** to aid you; such as the Awards Manual, GCFP Bylaws, President's Packet/Forms, Event Calendar, Membership information, Directory and Project/Resources. It is beneficial to review the website on a regular basis.

All manuals are available for purchase through the State Headquarters Office, 1525 Cedar Cliff Drive, STE 103, Camp Hill, PA 17011-7707, or 717-737-8219.

Our Best Wishes for an enthusiastic and productive Presidency!

Handbook Committee:
Chairs: Sheila Croushore
Susan Semple
Christine Leskosky
GCFP President 2017-19

A MESSAGE TO PRESIDENTS.....

A good President delegates authority, and then checks frequently to see that officers and chairs are fulfilling their commitments.

A good President will make an effort to broaden the horizon of the club. Stretch beyond the community to District, State and National programs.

Set high goals for the club and lead the way to their successful achievement!

ALWAYS BE MINDFUL THAT.....

1. Your District Director and District Chairs are your liaison between the State Board of Directors and your Garden Club.
2. Your Club Chairs should always be in contact with the Corresponding District Chair for information, guidance and help.
3. Whenever necessary, your State Officers are available.
4. All State Chairs are listed in the Directory issue of the **KEYSTONE GARDENER** (summer; odd number years), and the GCFP Website **www.pagardenclubs.org**. Please make use of their expertise. They encourage your questions.
5. State Chairs also need your help. Please inform them of your outstanding and successful projects so that they can be compiled and shared with other clubs throughout the state.
6. All districts set their own dues and policies, provided that they are not in conflict with GCFP policies.
7. Clubs often join together to reduce the costs of bus trips, programs and flower shows.
8. You are encouraged to make full use of your membership in the GCFP. The organization of Club, District, State, Regional and National was formed to be of service to you.
9. Club members are encouraged to attend District, State, Regional, National meetings, conferences and conventions.

SUGGESTED PROCEDURES
For
NEWLY ELECTED CLUB PRESIDENTS

1. Study your club, district and state bylaws. Read the past minutes of your organization for background knowledge.
2. Read the past issues of the **KEYSTONE GARDENER** - it is recommended that copies from two previous years be kept in the President's file for reference material – including the “Directory Issue” with the President on the cover.
3. Become familiar with basic parliamentary procedure.
4. Appoint Chairs of standing and special committees and any officers to be designated by appointment.
5. Send your **CLUB OFFICERS NAMES AND ADDRESSES** to your District Director and GCFP headquarters.
6. Read all mail carefully and pass it on at once to the person concerned.
7. **SET UP YOUR CALENDAR** - post all scheduled club meetings, District and State meetings so that you may plan to attend and send delegates.
8. Note dates for payment of District and State dues and award deadlines.
9. Make a study of the awards offered by District, State and National. If your club has projects which you consider worthy, study carefully the procedure to be followed in making application for an award, and then submit this material to the proper Chair at the correct time.
10. Annual reports are required at the close of each year. Keep a progress sheet of each project accomplished and this report can be easily compiled.
11. Keep a file of clippings which might aid in preparation of your yearbook or book of evidence for an award.
12. When your term of office expires, **PASS YOUR COMPLETE FILE OR SCRAPBOOK AND ALL INFORMATION COLLECTED TO THE INCOMING PRESIDENT.** It is strongly recommended that the immediate Past President and the newly elected President review this material together in order that any questions concerning it can be clarified.

CONDUCTING A WELL PLANNED MEETING

The use of Parliamentary Law provides an approved method of conducting an orderly meeting in an expeditious manner. It gives the minority the opportunity to present its side of a question but recognizes the will of the majority.

A meeting should begin and close on time, waiting only for a quorum. The gavel is an emblem of authority and is used only to open and close the meeting.

A prepared agenda or written order of business is necessary for a smoothly run meeting, and gives an outline of business in the order in which it should be presented.

Sample Agenda:

1. Call to Order
2. Devotional or Collect
3. Pledge of Allegiance to the Flag of the United States
4. Introduction of guests
5. Reading and approval of Minutes
6. Report of the Treasurer
7. Reports of Officers and the Executive Board
8. Reports, if needed, of Standing and Special Committees
9. Unfinished Business
10. New Business
11. Announcements and Program
12. Adjournment

ANNUAL REPORT OF CLUB PRESIDENT - DEADLINE SET BY EACH STATE PRESIDENT OF THE GCFP

Each club President should send one completed copy of the Annual Report form to the GCFP President, one to the Director of your District (by their set deadline) and keep one copy for your club files. This form is on the GCFP website www.pagardencubs.org under the President's Packet/Forms button.

IT IS IMPERATIVE THAT YOU COMPLETE AND SEND THESE FORMS, AS THEY ARE THE BASIS FOR THE REPORT GIVEN BY THE STATE PRESIDENT AT THE NATIONAL CONVENTION. THEY ALSO SUPPLY DATA FOR FUTURE PLANNING.

AWARDS

State and National Award Application Forms (dated each year) are found on the GCFP website www.pagardencubs.org under the President's Packet/Forms button.

The September/October issue of **THE NATIONAL GARDENER** in the odd-numbered year lists the National Awards available and the rules governing them. Changes only are published in the even-numbered year in the September/October issue.

All State and National Awards are listed in the Awards Manual available on the GCFP website www.pagardenclubs.org under the Presidents Packet/Forms button. Copies may be purchased from GCFP Headquarters for a fee.

SPECIAL PENNSYLVANIA AWARDS: All are listed on the GCFP website www.pagardenclubs.org under the Presidents Packet/Forms button under the category, Awards Manual.

Gold Seal Award - may be awarded to an individual garden club member whose efforts toward the advancement of garden club work have had a far reaching influence.

Silver Seal Award - may be awarded to an individual **OTHER THAN A GARDEN CLUB MEMBER**, or an organization or institution other than a garden club, for special contributions toward the advancement of the work of garden clubs.

Governor's Trophy - may be awarded to a Federated Garden Club which has distinguished itself by providing a year of well-balanced club programs, exceptional civic activity, club projects in all areas of conservation, and activity in State projects defined in the Scale of Points. The club chosen will receive the Governor's Trophy, an engraved silver bowl and tray, and a certificate recognizing the club as the most outstanding garden club, in its size category, in the state. The trophy may be kept by the club until the following spring, and must be returned to the State Awards Chair no later than **March 10**.

Elizabeth Potts Amidon Horticultural Award - may be awarded to an individual garden club member whose efforts towards the advancement of horticulture are so outstanding and far-reaching as to merit being cited as the most outstanding horticulturist in the Garden Club Federation of Pennsylvania.

Myrrel R. Overdorff Community Action Award - may be awarded to an individual garden club member whose achievements in his/her community has brought honor to the recipient and to the local garden club of which he/she is a member. This award is not just for garden club work.

CLUB DUES

All Member Groups shall pay annual per capita dues on all categories of members listed on their club roster as of May 1 of each year.

Statements for dues are sent to each club on May 1 of each year and are payable by **June 15**. If, after a second notification in **July**, dues are still unpaid by

October 15, the club shall lose membership and a notice to this effect will be sent to the club.

Dues are mailed **to the GCFP Headquarters office** and are made payable to: The Garden Club Federation of Pennsylvania. A club yearbook or a list of club members **must** accompany the dues payment.

CLUB OFFICERS AND CHAIRS

Notify the GCFP Headquarters and your District Director of the date of your election and the names of your new officers. Obtain the names of your District chairs for your club chairs. Encourage your chair to enlist the expertise and assistance of the District Chairs when needed.

CLUB YEARBOOKS

Each club should send one (1) yearbook to each of the following:

1. GCFP Headquarters
2. State President
3. District Director
4. State Chair of Club Yearbooks along with one copy of the State Yearbook award application form for the State Yearbook award.
(Check the Awards Manual for more information)

Exchanging yearbooks with other clubs in the District can be informative and helpful.

A five year file of your club yearbooks and minutes of meetings will be a helpful history of your club activities. These are especially valuable for club anniversaries.

CONTESTS

Smokey Bear & Woodsy Owl Poster Contest

This contest is sponsored by National Garden Clubs, Inc. and the USDA Forest Service. Rules are on the GCFP website **www.pagardenclubs.org** under Youth Gardening Programs. State winners in each division are entered into Regional contests. Regional winners are submitted for National competition. This contest is under the direction of the Smokey Bear/Woodsy Owl Chair.

Speech Contest for High School Students

Contests are open to High School students attending 9th through 12th grades. The contest must be sponsored by a single garden club, group of member clubs, councils, or districts; or a State Garden Club. All entries become the property of National Garden Clubs, Inc. Rules can be found on the GCFP website **www.pagardenclubs.org**. Entries should be sent to the Youth Gardening Chair 7th – 12th grade.

Treasures From Trash

The purpose is to create a sculpture of artistic value from discards, such as paper, metal cans, glass, plastics, - in general - JUNK. Entries from clubs or individual members are judged at District meetings and the first place winner in each District competes at the Annual Convention. Specific details on the contest are released annually to all clubs in the **KEYSTONE GARDENER**.

EDUCATIONAL COURSES

Garden club members are encouraged to attend the continuing NGC, Inc. education courses offered by the GCFP:

1. Flower Show Schools
2. Symposiums
3. Landscape Design Schools
4. Gardening School
5. Environmental School

These courses may be taken for credit or general information. A course started in one state may be completed in another state and are best taken in order. Check with the State Chair for a variance or for permission to take them in a different sequence. If a person wants to take a course out of state, please check with the GCFP Credentials Chair for the required paperwork.

LEADERSHIP WORKSHOPS

GCFP held its first Leadership Workshops in 2012. The cost to the Club Presidents is minimal and other Club Officers/members are encouraged to attend for a reasonable charge. Current plans are to hold three workshops (east, central and west) during each GCFP President's administration.

MEETING DATES

Consult ***THE NATIONAL GARDENER*** for dates:

- National Convention - Spring – usually in May
- Central Atlantic Region of State Garden Clubs, Inc. Conference – Fall

Consult the **KEYSTONE GARDENER** for dates:

- GCFP State Convention - spring - usually in April
- Annual District Meetings - fall, usually September
- Special District Meetings as set by the District Directors
- Flower Show Schools and Symposiums
- Landscape Design Schools
- Gardening Schools
- Environmental Schools
- Leadership Workshops

Important Area Events - Check local sources for dates:

Philadelphia Flower Show – Usually in March

State Bird Day - March 21

Arbor Day in Pennsylvania - last Friday in April

National Garden Week - beginning with first Sunday in June

PINS

1. The State President's pin was given to the GCFP by Mrs. Lee R. Layman, President from 1966-68. The design features the keystone surrounded by our state flower, the Mountain Laurel. The pin is worn during the President's term of office and passes on to the incoming President. The outgoing President receives a smaller replica of this pin.
2. The District Director's pin is purchased by the District and entrusted to the Director to wear during the term of office. It is then passed to the incoming Director. Past District Directors' pins, a small replica of the Director's pin, are available for purchase from the GCFP Headquarters office.
3. Club President's and Past President's pins are available through the National Garden Club, Inc. member services on their website **www.gardenclub.org**.

SCHOLARSHIPS

National Scholarship Application Deadline –February 1st

State Scholarship Application Deadline - February 1st

Audubon Grant Application Deadline – February 1st

Applications for all scholarships are obtained from the State or District Scholarship Chair or from The GCFP website **www.pagardenclubs.org** CURRENT FORMS MUST BE USED (Check the revision date.) Applications must be signed by the sponsoring Federated Garden Club President.

TOOLS FOR A CLUB PRESIDENT'S FILE

- 1. STATE AWARDS MANUAL**
- 2. STATE BYLAWS**
- 3. CLUB PRESIDENT'S HANDBOOK**

A two year file of copies of ***THE NATIONAL GARDENER*** AND the **KEYSTONE GARDENER** will form a ready reference library for all club officers and chairs.

HINTS FOR PRESIDING OFFICERS

The Presiding officer should: (this might be the President, one of the Vice Presidents in order, or there might be an election conducted by the Secretary for a temporary Chair):

1. Be on time or even a few minutes early. A good presiding officer is efficient, courteous, impartial and never late. Tact, kindness, common sense, and knowledge of basic parliamentary law are a pre-requisite for holding office. Be prepared. Continue to study parliamentary procedures, i.e. Robert's Rules of Order, current edition. Open meetings promptly. It is an indication of leadership to insist upon satisfactory order before addressing the Assembly.
2. Know the responsibilities of the office. Know the rules for presiding and basic law of parliamentary procedure to conduct the meetings. Be familiar with the fundamental rules of order and with the State and National Rules and Bylaws and with the Bylaws and Standing Rules of your organization.
3. Make a calendar of events and appointments which must be made during the year.
4. Have a carefully prepared Agenda in WRITING and follow it. Be sure the Secretary has a copy.
5. Include on the Agenda (Order of Business) Officers and Chairs of committees who are to report. Check with them to be sure reports are ready. Also include on your Agenda any UNFINISHED BUSINESS (not old business).
6. Check the minutes of the previous meeting, noting unfinished business.
7. Say "The next BUSINESS IN ORDER," while using the Agenda - NEVER "next" ORDER OF BUSINESS". (The Order of Business IS the AGENDA).
8. The presiding officer is called "THE CHAIR". Refer to yourself always as "THE CHAIR" while presiding. Never say "I". When making a report you may refer to yourself as "Your President".
9. Learn to delegate responsibility to other officers and committee chairs and have confidence in their ability.
10. After the minutes are read, the Chair asks, "Are there any corrections to the minutes?" Do NOT add additions or omissions, as they are corrections. Minutes are approved by general consent.
11. The financial report, after being presented, is filed for audit.
12. When a report comes from a committee or board, NO second is required since the report is from more than two people.

13. Respectfully submitted is no longer used; the Secretary signs her name and title.
14. Do not adjourn the business meeting when there is a program to follow the business meeting.
15. Do not "turn the meeting over" to anyone: It is the Chair's meeting until it is adjourned, unless for a very important reason; the Chair has to leave the meeting.
16. The President does not vote in a voice vote, show of hands or a rising vote. The President votes only to break a tie or by ballot.
17. Clarify any question before the Assembly. Take the affirmative and the negative vote on all questions (except complimentary motions), then state whether the motion carried or lost, ANNOUNCE THE RESULT, then announce the next business in order.
18. Expedite business as much as possible by the use of "general consent": "If there is no objection, we will", etc.
19. Do not allow members to talk to each other. When this occurs, ask that "the members please come to order".
20. A nominating committee should be elected by the organization or else by the executive board. The President should NOT appoint the nominating committee nor be a member ex-officio or otherwise.
21. Minutes are the legal record of your club activities thus the motions should be recorded EXACTLY AS APPROVED.
22. The Parliamentarian should be seated next to the President and communicate unobtrusively. When you disagree with the advice of the Parliamentarian the final decision is always that of the presiding officer.

PROTOCOL FOR GARDEN CLUBS

Protocol is good order, graciousness, and good manners which are essential to the plans and procedures of any meeting. It honors those who deserve it.

Protocol plays an important part in seating arrangements. In a small meeting, if there are no guests, the presiding officer is seated in the center with the Parliamentarian and the Secretary nearby. Other officers are seated to the right and left according to rank.

When there are honored guests the presiding officer is seated in the center, guests or order of rank to the right and officers to the left in order of their rank.

INTRODUCING THOSE AT THE HEAD TABLE: When introducing those at the head table, the highest ranking guest is introduced first if they are just to rise and bow, but if they are to say a few words, then introduce the guest of lowest rank first and go up the list so that the highest ranking officer or guest gives the last greeting. Keep introductions short.

Never under any circumstance should a distinguished guest buy his/her own luncheon or dinner ticket. If the distinguished guest is a member of your own club or lives in the same town, the same courtesies should be shown to him/her. The club honors the Office not the person.

COMMUNICATION

The garden club story is worth telling! National Garden Clubs, Inc., represents the largest and most far-reaching groups of organized gardeners in the world today. Its growth and accomplishments have involved and influenced all facets of American life and much of the world.

We have a responsibility to communicate our dedication and to challenge the ingenuity of concerned citizens as well as garden club members to work diligently for the protection and preservation of wildlife, natural and human resources and the betterment of our communities. Our comprehensive programs and projects need to be publicized in order to create an awareness of the services we can render to every community and the opportunities afforded garden club members.

Everything you do requires you to COMMUNICATE. Breakdowns in communication can be a crisis! Take COMMUNICATION seriously - the success of your organization depends upon it. It is important to answer all mail PROMPTLY. A postal card or an email is often sufficient.

Be knowledgeable and keep your line of communication open and never forget that "Communication is the key". Enthusiasm is also important in communicating. The members can't function until they are motivated with information and enthusiasm. Also, be sure to keep the line of communication open between your club, the District and the State.

Good program planning is a means by which we can best communicate to the great majority of our members. They are eager for the information and inspiration of good programs. A skillful Program Chair can embellish programs with many kinds of devices - films, exhibits, decorations, costumes, etc., which will please the most "entertainment-minded" members. Every club meeting should give members something worthwhile to take home.

The creative leader recognizes talent,
The successful leader harnesses talent,
The wise leader rewards talent.

Our aim should be to inform Club Members and stimulate their interest.

COURTESIES FOR THE GUEST SPEAKER

It is extremely important that guest speakers be shown every courtesy. Therefore, the President, Program Chair, and every member should be made aware of this. If a member of your club or organization is your speaker, show that person the same consideration as you would show an outside speaker.

1. Invite your speaker by phone, email or letter.
2. Your initial contract should be specific: Subject of the talk or program, date, time, place, fee, and the speaker's requirements such as a microphone, tables, etc. Give your speaker a time schedule for his/her talk. Give them the option of presenting their program before the business meeting. If you know in advance, give the speaker some idea what size the audience will be.
3. After your speaker accepts, a letter of confirmation is in order including the specifics discussed. At that time send a map or diagram. Ask for a short resume of introduction and publicity of the event.
4. If your speaker has been scheduled many months in advance, contact him/her six weeks to a month prior to the program to be sure they are still available. The day before the program, phone your speaker as a reminder of his/her engagement. This puts you at ease.
5. Reserve parking for your speaker near the entrance of your meeting place.
6. The Program Chair or committee member should watch for the speaker's arrival. Assist the speaker in unloading his/her equipment and visual aids.
7. Offer your speaker the hospitality of a beverage or food.
8. Check audio and/or visual equipment in advance to be sure it is working properly.
9. If the speaker is presenting the program before the business meeting, keep any announcements or reports short and to the point.
10. Be punctual with your speaker's time, as well as your audiences time.
11. Speaker introductions should be brief, factual and of interest to the audience. If the speaker is known to the audience, they are PRESENTED. If they are not known to the audience, they are INTRODUCED.
12. Have a pitcher of water, a glass and a napkin on a tray for the convenience of your speaker.

13. At the close of the program, the Program Chair should acknowledge the speaker with a "thank you" in front of the audience.
14. Sometimes questions are in order. Don't let your audience exhaust your speaker with too many questions.

INTRODUCTORY TIPS

1. Brevity is keynote
2. Strive for clarity- refer to the known factors-relate unknown to known.
3. Skip the personal
4. Know your material - have it easy to read
5. Have it in some logical order - don't deviate or ad lib
6. Prepare by reading ahead to time
7. Remember to credit committee and fellow workers
8. Use round numbers "nearly 3 million" rather than "2,999,892"
9. Read observing punctuation marks and pauses
10. Set pace slow enough to understand – enough facts to be interesting.

FORMULA

1. Give authorship - the committee making report
2. Outline findings in some sequence
3. Spotlight the highlights
4. Offer brief conclusion

HERB INSTALLATION

Installing Officer: "The installation today has been written based on a special group of plants. These plants have added much enjoyment and flavor to our lives, as they have over thousands of years - those plants are known as herbs.

As your officers are installed they will be likened to a wreath of herbs - a wreath because it is the symbol of eternity and perfection, just as this group - chosen by you - should be a complete unit for their term of office; and HERBS because they are not only lovely plants in themselves but useful ones, each symbolic in its own way."

TO THE RETIRING OFFICERS: (Please rise)

"I offer the gratitude of your club and your state federation for a job well done. I remind you that as retiring "Herbs" your work is not over, as your usefulness is not lessened with the passing of time as with some other plants - but like the preserved herbs on our kitchen shelf - you will be sought after to add spice to the life of this organization as you become part of the bouquet of other retired officers."

TO THE TREASURER:

"For the chosen herb of this officer I have selected "DILL" which symbolically means preservation. Surely the one responsible for the funds of the club should be a preserver of them by keeping accurate records and counseling members on wise use. Dill also means Good Spirits and the Treasurer will find this added attribute to be a bonus in doing her job well."

TO THE SECRETARY: (for both recording and corresponding secretaries)

"The herb chosen for this office is "ROSEMARY", which historically and familiarly is known as Remembrance. Certainly one of the prime duties of the office is remembering the important events of the club through faithful keeping of the minutes and prompt and true answering of the correspondence. Faithfulness and love are also attributes of this herb - so the secretary does her duty by remembering in a loving way the events of her club while courteously replying to all correspondence.

TO THE VICE PRESIDENT:

"The herb chosen for this office is THYME" which is symbolic of activity, courage and strength. She stands ever ready to assist the President in carrying out the many activities of the club and to take her place if that need arises. Thyme is said to attract bees and we are ever seeking to attract to our organization the human counterpart of bees - active and productive workers. It will take strength and courage to carry out your duties successfully."

TO THE OFFICERS:

"Do you as the incoming officer agree to accept your individual responsibilities in this club?" (Answer - WE DO)

"Do you promise to carry out faithfully your duties according to the bylaws and to the best of your ability?" (Answer - WE DO)

TO THE PRESIDENT:

"For you the chosen herb is "MINT" - that ancient herb which from medieval times was known for its refreshing fragrance and flavor and for medicinal uses. It denoted wisdom and warmth of feeling. As President you must have boundless refreshing enthusiasm for your many faceted job. Certainly wisdom will be needed to lead and warmth of feeling will be a benefit to you as you work with your friends in the club. There are many varieties of mint and there are many ways of leadership but all of them are interesting and spicy!

Do you accept the responsibility as President of your Club? (Answer - I DO)

Do you promise to carry out your duties faithfully according to the bylaws and to the best of your ability?" (Answer - I DO)

TO THE CLUB:

"Do you as members of this club acknowledge these your chosen officers for the coming term of office? Will you promise to serve them faithfully and with cooperation?" (Answer - WE DO)

"I declare these officers duly installed and present you now with the fragrant wreath of your new leaders.

This excerpt from a poem by Hollis Webster seems appropriate: (Optional)

**"Each herb that to this wreath its fragrance lends
conveys its sweet significance to friends.
So, if with knowing heart you'll read it true,
you'll find a special meaning there for you.**

**Scan then the leafage, and remark each spray,
see where each scented thought is hid away;
and find release from trouble that disturbs
in the loved fragrance of these friendly herbs."**

Pin on President's pin or hand her the gavel.

Installation written by Mrs. Leonard Dimmick, 1983
Symbolism for the herbs is based on A Basket of Herbs

"JEWELS" INSTALLATION

Treasures are all around and about if we but look for them. In our busy, busy days we do, I am sure, miss many golden moments of thoughtfulness, kindness and love that come our way.

So today, for the _____ Garden Club, we open the Treasure Chest of a new year in gardening and a new group of officers to serve and lead you to success and fulfillment of your dreams.

(A box or chest with a piece of velvet and filled with strings of beads, pins, rings, etc. can be opened and displayed. Inexpensive earrings, pins or beads can be used to present each officer as you instruct him/her.)

Will the new officers come forward as your names are called:

President: _____. For you we bring forth from our Treasure Chest, Pearls. Pearls of wisdom to be used by you in guiding the _____ Garden Club through the coming year; pearls of beauty for the flowers, the birds and the trees. And pearls for the noble, proud manner in which you will preside and represent your club.

First Vice-President: _____. Again we search our Treasure Chest for Diamonds. Diamonds of great value in the monthly programs you will prepare - rare diamonds of knowledge sought and experience gained.

Second Vice-President: _____. The Treasure Chest yields up for you, Emeralds. Precious gems of green for hope and aspiration and for the reward of a Flower Show filled with awards.

Secretary: _____. Once more we go to our Treasure Chest. This time for Silver - sterling qualities of faithfulness in keeping the records for the Garden Club and reporting all the wonderful accomplishments of the coming year.

Treasurer: _____. The chest yields up the most valuable treasure of all for you - Gold. May the club coffers be filled to overflowing and your accounts show that you have diligently performed your mission.

Historian: _____. The Topaz is a precious stone of great value and you as historian for your club are very valuable. You must record the milestones of the coming year so that those who follow may be guided ever onward and upward.

Parliamentarian: _____. A Parliamentarian must be wise and she must be true, so for you our Treasure Chest has a Sapphire pure and blue as the sky above. Counsel your leader well.

May your year be filled with treasures and wealth of growing and showing together; of love and friendship; and may God's greatest blessing be yours.

I now declare the new officers of the _____ Garden Club duly installed.

WRITING TO YOUR STATE AND NATIONAL LEGISLATORS

Write your Pennsylvania Legislators as follows:

Outside Envelope Address
for Senator:

The Honorable (John Doe)
Senate of Pennsylvania
Main Capitol Building
Harrisburg, PA 17120-2020
*Call the local office for Building &
Room # or find this information
at **www:pasen.gov***

Inside Salutation:
Dear Mr./Mrs./ (Doe)

Closing: Sincerely yours,

Outside Envelope Address
for Representative:

The Honorable (John Doe)
House of Representatives
Main Capitol Building
Harrisburg, PA 17120-2020
*Call the local office for Building &
Room# or find this information
at: **www:pasen.gov***

Inside Salutation:
Dear Mr./Mrs. (Doe)

Closing: Sincerely yours,

The body of the letter should be kept simple and direct; these are busy people! Here are a few sample sentences: "I urgently request your attention and support be given to House Bill #____. A vote for this conservation (or whatever) measure will ensure a better Pennsylvania. "_____" it has come to my attention that you were one of the Legislators who voted yes on the recent H.B. #____. Enactment of this measure means progress and preservation for generations to come. We thank you! It is our hope that you will continue to support much needed conservation measures such as this one." Etc., Etc.

The form of address and titles is the same for the Congressmen in Washington, D.C. You will need to contact the local office of your Senator and Representative for their exact address in Washington, D. C. or you can find this information at:**www.senate.gov** or **www.house.gov/representatives**

It is the duty and the right of every voter to know who their representatives in the State Capitol and in the National Capitol are and to let them know what laws are desirable and needed. It is best to write them at their business addresses as given above for that is where your letter will receive more attention. When they are in their home district, a personal visit or a phone call is effective. Names and addresses of all members of the Pennsylvania House and Senate are available from the Legislative Reference Bureau or the State Capitol, Harrisburg, PA.

Garden Clubs may include these in their yearbooks for convenience.

THE GARDEN CLUB FEDERATION OF PENNSYLVANIA
1525 Cedar Cliff Drive, Suite 103
Camp Hill, PA 17011-7707
717-737-8219 GCFP2@aol.com
www.pagardenclubs.org

Located in Camp Hill, PA, Exit 18 on the PA turnpike and just 1/2 mile N on I-83, Exit 40B (New Cumberland) or coming south on I-83, Exit 40B. Office hours are listed in the **KEYSTONE GARDENER**.

Immediately upon your installation as President, send the names and addresses of all officers to the GCFP Headquarters.

It is a GCFP policy to have all Standard and Small Flower Show Schedules approved by the Area Judges Council Flower Show Schedule Chair.

After following all the flower show procedures, send your **approved** Application for National and State Flower Show Award Ribbons to the GCFP headquarters office for processing. These applications are on the GCFP website. **www.pagardenclubs.org**

All literature published by the GCFP is supplied through this office (Awards Manual, Bylaws, President's Handbook, District Directors Manual, etc.) and On the GCFP website.

For names of National Officers and Chairs, refer to a current issue of THE NATIONAL GARDENER, or the NGC website.

Abbreviations used in this Handbook:

- GCFP - The Garden Club Federation of Pennsylvania
- NGC - National Garden Clubs, Inc.
- CAR-SGC - Central Atlantic Region of State Garden Clubs, Inc.
- LDC - Landscape Design Consultant
- GC - Gardening Consultants
- FSJ - Flower Show Judges
- ES - Environmental Consultant

THE SIX STEP GARDEN CLUB STRUCTURE

1. MEMBER
2. GARDEN CLUB
3. DISTRICT - eleven (even though II/III are together) Districts in PA
4. FEDERATION - fifty-one Federations in National Garden Clubs, Inc.
5. REGION - eight regions in National Garden Clubs, Inc.*
6. NATIONAL GARDEN CLUBS, INC.

*The Garden Club Federation of Pennsylvania is a member of the Central Atlantic Region of State Garden Clubs, Inc. There are seven federations in the CAR-SGC: Delaware, Maryland, National Capitol Area, New Jersey, New York, Ohio and Pennsylvania.

**OBJECT AND PURPOSES OF
THE GARDEN CLUB FEDERATION OF PENNSYLVANIA
(GCFP)**

The object and purposes of this nonprofit organization are as follows:

1. To operate solely for benevolent, charitable, scientific and educational purposes conducive to the well-being of the community and useful to the public.
2. Coordinate and further the interests and activities of garden clubs in the GCFP together with organizations having similar interests.
3. To create public interest, to aid in the protection and conservation of natural resources, to protect civic beauty and encourage the improvement of roadsides and parks.
4. To advance the fine arts of gardening, landscape design, floral design and the study of horticulture.
5. To cooperate with other organizations in the promotion of the foregoing objectives and in such activities as may be determined by the Board of Directors.
6. To further education in horticulture, conservation, landscape design and other related curricula through gift scholarships.
7. To accept contributions and any legal earnings to be used in carrying out the organization's purposes.
8. The organization shall not at any time, nor in any manner, intervene in any political campaign.
9. To restrict the activities of the organization so that it shall not be used or operated for private profit or personal gain to any member thereof or any special group.

**OBJECT AND PURPOSES OF
National Garden Clubs, Inc.
(NGC)**

The object and purposes of this non-profit organization, as stated in the Articles of Incorporation of National Garden Clubs, Inc. are:

1. To operate on a non-profit basis and solely for benevolent, charitable, scientific and educational purposes conducive to the well-being of the community and useful to the public.
2. To coordinate and further the interests and activities of the State Federation of Garden Clubs, together with similar organizations in the territories of the United States and foreign countries.
3. To aid in the protection and conservation of natural resources, to protect civic beauty and encourage the improvement of roadside and parks.
4. To encourage and assist in establishing and maintaining botanical and horticultural centers for the advancement of science and for the enjoyment and education of the public.
5. To advance the fine art of gardening, of landscape design and the study of horticulture and the environment.
6. To cooperate with other organizations in the furtherance of the foregoing objectives and in such activities as may be determined by the Board of Directors of NGC.
7. To further horticultural and environmental education, conservation and landscape design through gift scholarships.
8. To establish and maintain permanent headquarters and to construct and furnish buildings and improvements to house the same in the city of St. Louis, Missouri.
9. To promote youth communication through club sponsorship of Junior, Intermediate and High School garden groups to teach the youth through involvement in poster, speech and essay contests.

NATIONAL GARDEN CLUBS MEMBER SERVICES

To help you in your "leadership role", a storehouse of knowledge is at your disposal from our NGC Headquarters, 4401 Magnolia Avenue, St. Louis, Missouri 63110-3492.

A Member Services catalog, is available on the NGC website. It lists all directives which have been carefully compiled to be of assistance to our offices and to garden clubs. For example:

- Basic Principles of Parliamentary Law

- Bylaws and Standing Rules

- Guidelines for Leaders

- Let's Install Correctly

- Protocol Handbook

- Garden Prayers

- Required reading lists for:

- a. Flower Show Schools

- b. Landscape Design Schools

- c. Gardening Schools

- d. Environmental Schools

Also offered, are books on gardening, garden club related subjects, flower arranging, conventions, flower show ribbons and supplies.

These resources are found on line at:

headquarters@gardenclub.org or www.gardenclub.org

GCFP BOARD OF DIRECTORS

The Board of Directors consists of:

1. The Executive Committee which is composed of the six elected Officers, the Corresponding Secretary and the Parliamentarian appointed by the President, two or three members of the Board chosen by the President and approved by the Board, and the District Directors.
2. Assistant District Directors
3. Advisory Committee
4. Chairs and Vice-Chairs

EXECUTIVE COMMITTEE

A complete list of the duties of the members of the Executive Committee are listed in the "BOD" (Board of Directors) Manual on the GCFP website at **www.pagardenclubs.org**

CHAIRS

A complete list of all chairs and their duties are listed in the "BOD" (Board of Directors) Manual on the GCFP website at www.pagardenclubs.org

GCFP SCHOLARSHIPS

A complete list of all GCFP Scholarships and the applications are listed on the GCFP website **www.pagardenclubs.org** under the Presidents Packet/Forms #21.

PLANNING A FLOWER SHOW

Information is in the 2017 revised Handbook for Flower Shows available from NGC Member Services. It can be purchased online at **www.gardenclubs.org** at (Shop Online Button) or by calling NGC at 314-776-7574.