

NGC-CAR CONFERENCE MANUAL
REVISED MARCH, 2015

*NGC Bylaws **NGC Standing Rules

PREFACE

The National Garden Clubs, Inc. (NGC) policies and revisions shall supersede Central Atlantic Region (CAR) policies. The NGC-CAR Director, hereafter, for convenience, will be referred to as Director.

A. The Annual or Biennial Conference of the NGC-CAR

1. Shall be held in the fall of the year, not less than one week prior to or following the NGC Board Meeting, preferably the last week in October.
2. Shall be held in the following rotation of States:

Pennsylvania	Ohio
New York	National Capital Area
New Jersey	Delaware
Maryland	
3. Shall, if feasible, be scheduled in respect to dates and places three to four years in advance. Dates and places shall be announced to the NGC-CAR Executive Committee no less than two years in advance.
4. The President of the host State shall appoint a Chairman and Vice Chairman of the NGC-CAR Conference, who have been approved by the governing body of the Host State in session. The Host State President shall notify the Director of the selected NGC-CAR Chairmen. Once the Host State President has notified the Director of the selected NGC-CAR Conference Chairman, all negotiations and plans for the NGC-CAR Conference are between the Director and the NGC-CAR Conference Chairman.
5. **The Director, at the time of the scheduled conference, and the NGC-CAR Conference Chairman shall have full operating responsibility for the NGC-CAR Conference. Final decisions will be made by the Director.**
6. At least two (2) years prior to a scheduled NGC-CAR Conference the selected host State NGC-CAR Conference Chairman and the Director will schedule a preliminary procedural meeting.
7. The NGC-CAR Conference Committee shall include: The NGC-CAR Director; NGC-CAR Conference Chairman; NGC-CAR Vice Conference Chairman; NGC-CAR Conference Secretary; NGC-CAR Treasurer; NGC-CAR Parliamentarian; NGC-CAR Protocol Chairman; and NGC-CAR Credentials Chairman. Other NGC-CAR Conference Chairmen may be appointed by the NGC-CAR Conference Chairman with the NGC-CAR Director's approval.
8. Communications by electronic devices (preferred method) and/or postal mail is allowed.
9. ALL attendees, and participants, must register for the NGC-CAR Conference.

B Regional Meetings and NGC-Sponsored Events**

1. All financial activity for Regional Meetings and NGC-sponsored events will be included

- in NGC's year-end financial statements, audit and Federal 990 tax return. A separate audit or review of these meetings is not required.
2. Regional Meetings and NGC-sponsored events will use a checking account set up with NGC's Federal Tax ID number.
 - The NGC Corporate Banking Resolution provides four signees for the account – two of which must be the NGC President and NGC Treasurer.
 3. Contracts for NGC-sponsored meetings shall be signed either by the NGC President or by a person authorized to sign the contract in a corporate resolution issued by the NGC President. The resolution should be only for a specific event.
 4. A budget for the Regional Conference shall be submitted to the NGC Finance Committee by the Director for approval at the next NGC Finance Committee Meeting and/or six months, or more, before the Regional Conference.
 5.
 - a. The final financial report is due by the next NGC Finance Committee Meeting after the Regional Conference or NGC-sponsored event to Headquarters and the NGC Finance Committee Chairman.
 - b. Supporting bank statements, bills/invoices and receipts for all checks should be sent to NGC Headquarters by either hard copy or electronic scan.
 - c. After receipt, review and acceptance of the final financial report by the NGC Finance Committee, excess funds will be distributed.
 - △ Regional Conference – Percentage to the host state and to the Region's account per Standing Rules of each Region.

C. NGC-CAR Director

The NGC-CAR Director is responsible for the following:

1. *Conducting an Annual or Biennial Regional Convention in rotation as established in the Bylaws, Standing Rules, Rules of Procedure, or Policies of the Region. (NGC Bylaws, Article IX-Duties of Officers, Section 9 – Regional Directors – A.4.)
2. Outlining the agenda for the NGC-CAR Conference.
3. Contracts, and negotiations for any contracts, must be approved and signed by the Director.
4. Schedule a preliminary meeting date with the NGC-CAR Conference Chairman, NGC-CAR Conference Vice Chairman, and other assigned personnel, to coordinate and approve all plans.
5. Approve the theme and all programs submitted by the NGC-CAR Conference Chairman, Approve the CALL and the Program Book BEFORE printing.
6. Invite the NGC National President to be a guest at the NGC-CAR Conference. Notify the NGC-CAR Conference Chairman if the NGC National President accepts the invitation.
7. Preside at all times during the NGC-CAR Conference, and at all functions of the NGC-CAR.
8. Submit a NGC-CAR Conference Registration application before the deadline date. All fees are to be waived.

D. NGC-CAR Conference Chairman

1. The NGC-CAR Conference Chairman shall have access and review previous NGC-CAR

- Conference Reports. The NGC-CAR Conference Reports will be provided by the Director and the previous NGC-CAR Conference Chairman.
2. Submit a NGC-CAR Conference Registration application before the deadline date. Submit a NGC-CAR Registration application for the NGC President, if invitation to attend was accepted. Registration fees are to be waived.
 3. Make hotel room reservations for the NGC-CAR Director, NGC-CAR Conference Chairman and NGC President, if the Director's invitation was accepted. Budget for the NGC-CAR Conference will include the room reservation fees for the NGC-CAR Director, NGC-CAR Conference Chairman and NGC President, if invitation was accepted.
 4. The NGC-CAR Conference Manual can be printed from the NGC-CAR website.
 5. All contracts, and negotiations for any contract, must be approved and signed by the Director.
 6. Approved Budget expenses must be submitted on a NGC-CAR Conference Voucher, with receipts attached, signed by the NGC-CAR Conference Chairman and sent to the Director.
 7. The NGC-CAR Conference Chairman should have an assigned knowledgeable person, or persons, to **operate lighting, audio equipment**, and to **handle visual aids** for meetings and workshops.
 8. The NGC-CAR Conference Chairman is responsible for three (3) copies of the NGC-CAR Conference report due to the Director no later than January 15 of the year following the NGC-CAR Conference.
 - a. Copy for Director – for NGC-CAR files.
 - b. Copy for Host State files.
 - c. Copy for Chairman of the next NGC-CAR Conference. The Director shall review the report before passing it to the next NGC-CAR Conference Chairman. The NGC-CAR Conference Chairman passes along the last three (3) NGC-CAR Conference reports to the next NGC-CAR Conference Chairman.
 9. The NGC-CAR Conference Chairman MUST keep the NGC-CAR Vice Conference Chairman informed and involved.
 10. When in doubt, ask the NGC-CAR Director.

E. NGC-CAR Vice Conference Chairman

1. Must be prepared to take over as NGC-CAR Conference Chairman, if needed.
2. Must stay informed and assist the NGC-CAR Conference Chairman as needed.

F. NGC-CAR Conference Secretary

- 1.** NGC-CAR Secretary will serve as NGC-CAR Conference Recording Secretary.

G. NGC-CAR Conference Treasurer

1. The NGC-CAR Treasurer will serve as the NGC-CAR Conference Treasurer.
2. Keep accurate and current records according to requirements from the NGC Accountant.
3. Copy all checks and make all deposits as soon as possible.
4. Only NGC-CAR Director approved expense vouchers, with receipts attached, will be paid by

- the NGC-CAR Conference Treasurer, in a timely manner.
5. All refunds must be approved, in writing, by the NGC-CAR Conference Chairman and Director, with submitted voucher and proof of payment.
 6. When all expenses have been finalized, and the report verified by the Director, a copy of all receipts and records must be sent to the NGC Financial Officer.

H. Income and Expenses

1. The Director, NGC-CAR Conference Chairman, NGC-CAR Vice Chairman, and designated members of the NGC-CAR Conference Committee shall prepare a **Budget** for the NGC-CAR Conference.
2. The NGC-CAR Conference budget shall include money for the NGC-CAR Conference to use for Hotel expenses, meals, printing, postage, programs, workshops, hospitality, Ways and Means, tours, tickets, AV equipment, table decorations, badges, rental properties, Committee expenses, protocol, bank charges and any expenses pertaining to the NGC-CAR Conference.
3. The NGC-CAR Treasury will be responsible for all financial transactions for the NGC-CAR Conference.
4. All expenses, with receipts, approved by the Director shall be paid by the NGC-CAR Treasurer. After the NGC-CAR Conference, an itemized statement, and a copy of all receipts, checks, vouchers and disbursements, must be sent to the NGC Accountant for final analysis before any monies are dispersed. After approval is received from NGC, a copy of the final report, together with a check for one half of the profit shall be sent to the Host State. The NGC-CAR Treasurer shall forward the financial report to the Director.
5. In the event there is not enough income to cover expenses, after the NGC-CAR Conference, the final accounting analysis from NGC will determine the deficit. The deficit will be evenly divided between the Host State and NGC-CAR Treasury. The Host State will be responsible for reimbursing the NGC-CAR Treasury for their share of the deficit.

I. Selection of Hotel

1. Choose a hotel, if possible, with convenient access for travelers.
2. Choose a location with available, interesting and convenient tour possibilities.
3. With the facts and figures, check the size and needs of the function. This information can be estimated from event booklets that are produced by the previous chairmen.
4. Choose a hotel with sufficient hotel room accommodations.
 - a. Inquire as to availability of dates, make appointment to visit the hotel(s).
5. Refer to previous NGC-CAR Conference reports. Check the number and size of rooms, open spaces and needs for the NGC-CAR Conference. Items to be considered and researched, but not limited to, are:
 - a. Public area
 - b. Dining room
 - c. Ball rooms
 - d. Reception rooms
 - e. Meeting rooms
 - f. Storage availability
 - g. Flower storage and designing room

- h. Registration area
 - I. Vendors area
 - j. Educational Exhibit Displays
6. Discuss with hotel personnel the availability and cost for:
- a. Catering
 - b. Time period for availability of rooms
 - c. Audio visual equipment
 - d. Risers
 - e. Room set up
 - f. Extra tables and/or chairs
 - g. Skirting
 - h. Floral displays/tributes in the hotel common area
 - I. Storage space
 - j. Pre-conference storage (Fed Ex, Mail, etc.)
 - k. Cash bar – prior to evening meal.
7. Inquire about the availability of more rooms, if needed, or the penalty if the number is decreased, in case of an emergency or inclement weather (hurricane, etc.). How many rooms are required to be reserved in a "block" to warrant complimentary rooms?

J. Hotel Contract for NGC-CAR Conference

1. The hotel will prepare the contract for the NGC-CAR Conference Committee to review.
2. The NGC President or a person authorized, NGC-CAR Director, must sign the final contract.
3. Contact the current NGC Conventions Coordinator if additional advice is needed.
4. ALWAYS retain a couple of copies of the hotel contract before, during, and after the signing. When you have the FINAL COPY, put the other copies away and work from the FINAL COPY ONLY, marked as such.
 - a. As the NGC-CAR Conference progresses, there may be changes and addendums to the contract. Determine if there is a penalty for any unforeseen emergencies. Include a clause excluding NGC-CAR from liability during an "Act of God" event. Usually these are followed up with letters, emails or memos from NGC-CAR or the hotel personnel. **Retain all copies and make sure all changes are forwarded to NGC.**
 - b. Provide the NGC-CAR Vice Chairman with copies of all of the above correspondence, contracts, emails, letters, etc. It is ALWAYS best to have a back-up file of the NGC-CAR Conference information.
5. When the hotel contract is approved and signed, the Director will request and provide documentation for the NGC-CAR Treasurer to forward the deposit check to the hotel.

K. The NGC-CAR Conference Call

1. The CALL shall be sent by electronic communications. The Host State, at least twelve (12) weeks before the date of the NGC-CAR Conference, shall place the Call in the NGC-CAR Newsletter, post the Call on the NGC-CAR Website, and send the Call to the:
 - a. NGC Executive Committee.
 - b. Editor of *The National Gardener*; Editors of State Publications, NGC-CAR Webmaster and Webmasters of each NGC-CAR State.

- c. NGC-CAR Board Members.

L. Publicity

1. May be released by:
 - a. The Host State
 - b. The NGC-CAR Director
2. The NGC-CAR Conference Chairman shall electronically send a tentative program to editors of all State publications in NGC-CAR before March 1.
3. The NGC-CAR Director shall send an announcement of the NGC-CAR Conference to the Editor of *The National Gardener* and the State Editors of the NGC-CAR Region by January 1.

M. Hospitality

- 1.** The NGC President, the NGC-CAR Director, the President of the Host State and the NGC-CAR Conference Chairman shall receive hospitality after arriving at the NGC-CAR Conference. This includes hotel room, meals, package plan, and entertainment. At the discretion of the Director, other hospitality may be extended.
- 2.** When other NGC Officers or Chairmen are invited to appear on Regional or State Garden Club Programs, transportation expenses and hospitality should be offered at the time the invitation is issued.
3. Anyone sharing accommodations with the NGC President, the NGC-CAR Director, President of the Host State, and the NGC-CAR Conference Chairman shall reimburse the NGC-CAR Conference for a proportional share of the total cost of an average room.
4. Special hospitality (dinner) offered the evening before the opening of the NGC-CAR Conference shall include:
 - NGC-CAR Executive Committee
 - NGC Officers that are members of NGC-CAR
 - NGC-CAR Conference Chairman and NGC-CAR Conference Vice-Chairman
 - Former NGC-CAR Directors
 - Other persons at the discretion of the NGC-CAR Director
5. The NGC-CAR Director is provided accommodations, with adequate space for an Executive Committee meeting, if possible.
6. If the NGC President is attending the NGC-CAR Conference, it is **not** necessary to provide a suite; however, the best possible accommodations should be provided.
7. Pages are necessary for the NGC President, NGC-CAR Director, and NGC-CAR Conference Chairman. Their duties are to be fully explained in advance.
(See attached Exhibit One)

N. NGC-CAR Protocol

Selection of the NGC-CAR Protocol Chairman is extremely important to the efficient operation of the NGC-CAR Conference.

1. The Director shall designate those who are to be seated at the Speakers' table(s) to the

NGC-CAR Protocol Chairman.

2. The NGC-CAR Protocol Chairman and NGC-CAR Parliamentarian shall compile six (6) books of the complete agenda.

The Director's book must lie flat on the lectern where good lighting is assured, and must be typed in capitals and triple spaced. Books are prepared for:

- a. The Director.
 - b. The NGC-CAR Protocol Chairman.
 - c. The NGC-CAR Conference Chairman for the Host State file.
 - d. The NGC-CAR Secretary
 - e. The Alternate NGC-CAR Director
 - f. The NGC-CAR Parliamentarian
3. The Director's copy of the Protocol Book must be corrected, if necessary, before each function during the NGC-CAR Conference.
 4. The NGC-CAR Protocol Chairman shall present the NGC-CAR Director at the opening of each meal function as follows:

“Will you please rise to welcome your National Garden Clubs-Central Atlantic Regional Director, and remain standing? May I present Director _____.”
 5. Presidents' reports for NGC-CAR Conferences are limited to 3 minutes and reports of other NGC-CAR Representatives are limited to 3 minutes OR at the discretion of the Director.
 6. An **American Flag** is required for the Business Session or a meal function at the NGC-CAR Conference. The Pledge of Allegiance need be said only once during the NGC-CAR Conference.

O. Pages

1. Pages are appointed by the NGC-CAR Conference Chairman and assist in proceedings of the NGC-CAR Conference. Three (3) Pages are necessary. They will be available for the NGC-CAR Director, NGC-CAR Conference Chairman and NGC President.
2. For a list of Pages' duties, see attached Exhibit One.

P. Delegates

- *1. At the Annual or Biennial NGC-CAR Conference, the voting strength of each State shall be based on its paid membership to NGC. (See NGC Bylaws, Article XII, Section 2.)
- *2. Credentials of each delegate and alternate must be signed by the State President and forwarded to the NGC-CAR Credentials Chairman. (See NGC Bylaws, Article XII, Section 3.)
- *3. If the authorized quota of delegates of a State is incomplete at the time of the NGC-CAR Conference, the President of such State may fill the authorized quota from the registered members of that State by presenting their credentials to the NGC-CAR Credentials Chairman. (See NGC Bylaws, Article XII, Section 3.)
4. Members of the NGC-CAR Board of Directors shall be entitled to one vote each, which must be cast in person. NGC Board Members must also serve on the NGC-CAR Board or serve as a State Delegate to be eligible to vote.
5. One-third of those registered and qualified to vote shall constitute a quorum.