

NGC Timeline and Guidelines for State Presidents

| State President | | |
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| Before/As Your Administration Begins | | |
| February - May | | |
| <ul style="list-style-type: none"> Respond to Editor of the <i>NGC Directory</i> on accuracy of your contact information, as well as your state's website address. | | |
| <ul style="list-style-type: none"> Distribute information to the clubs in the state about the NGC President's theme and projects. | | |
| <ul style="list-style-type: none"> Refer to future dates of NGC Convention and Fall Board Meeting dates for this administration before setting dates for your state's meetings | | |
| <ul style="list-style-type: none"> If your state wishes to invite the NGC President to attend a state function during the administration, refer to General Guidelines, Visit by NGC President. | | |
| <ul style="list-style-type: none"> May 1 – Deadline to send a list of your state's Board of Directors with contact information to Katie Roth, kroth@gardenclub.org, at NGC Headquarters. | | |
| <ul style="list-style-type: none"> Send name and contact information to NGC Instructors' Credentials Chairman, Elaine Parisi, elainep1939@gmail.com: <ul style="list-style-type: none"> ✓ State Flower Show School Chairman ✓ State Accrediting Chairman ✓ State Symposium Chairman ✓ State Judges Council Chairman | | |
| <ul style="list-style-type: none"> Register to attend NGC Convention; attend any meetings for Incoming State Presidents and the Post-Convention Board of Directors Meeting. | | |
| | First Year | Second Year |
| June - August | | |
| <ul style="list-style-type: none"> Distribute copies of <i>NGC Directory</i>; refer to General Guidelines, Publications, #3. | ☐ | |
| <ul style="list-style-type: none"> July 1 – Deadline to send list of all club presidents with contact information to NGC Headquarters, Katie Roth, kroth@gardenclub.org, for the mailing list of <i>The National Gardener</i> magazine; send changes at any time during the year. | ☐ | |
| <ul style="list-style-type: none"> July 1 – Deadline to send name and CURRENT contact information of NGC Scholarship Chairman for your state to NGC Scholarship Chairman. | ☐ | |
| <ul style="list-style-type: none"> Register to attend the NGC Fall Board of Directors Meeting by mail or with a credit card on the NGC website. All State Presidents must attend. If you are not able to attend, you should notify the NGC President; refer to General Guidelines, Board of Directors #1. | ☐ | ☐ |
| <ul style="list-style-type: none"> TIP: Consider making a room reservation early at the hotel for NGC Fall Board Meeting. This information is distributed at the NGC Post-Convention/Convention Board Meeting. | ☐ | ☐ |
| September | | |
| <ul style="list-style-type: none"> NGC Fall Board Meeting – no report required. | ☐ | ☐ |

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| <ul style="list-style-type: none"> Applications to become a candidate for an NGC Officer are distributed at Fall Board Meeting and will become available on the NGC website. This information needs to be distributed to interested persons in your state that qualify; refer to General Guidelines, NGC Elected Officers. | ☐ | |
| October - December | | |
| <ul style="list-style-type: none"> October 31 – Deadline for submitting NGC dues to NGC Headquarters (<i>NGC Bylaws, Article VII – Dues, Fees and Contributions, Section 1. Dues.</i>) | ☐ | ☐ |
| <ul style="list-style-type: none"> Consider and choose state projects that could apply for the NGC Award of Excellence for States. | ☐ | ☐ |
| <ul style="list-style-type: none"> Send name of your successor and contact information to NGC President-Elect. | | ☐ |
| <ul style="list-style-type: none"> TIP: Consider making room reservations early at the hotel for NGC Convention in the spring. This information is distributed at the NGC Fall Board Meeting. | ☐ | ☐ |
| January | | |
| <ul style="list-style-type: none"> Jan 1 - Deadline for NGC Award of Excellence Applications to Award of Excellence Chairman – not the NGC Awards Chairman. State projects are eligible for this \$500 cash award. | ☐ | ☐ |
| <ul style="list-style-type: none"> Encourage your successor to attend the NGC Convention. | | ☐ |
| <ul style="list-style-type: none"> Have the governing body (Board of Directors) of your state vote to endorse any candidate for NGC Office in sufficient time before the deadline for the candidate to submit their application and resume to the NGC Nominating Committee Chairman. | ☐ | |
| <ul style="list-style-type: none"> If it is your state's turn in the rotation of your Region, there must be an election of the Region Director and Alternate Director and/or a Member and Alternate Member to the NGC Nominating Committee at one of the meetings of the Board of Directors of your state during the even-numbered year. (<i>NGC Bylaws, Article X. NOMINATING COMMITTEE and Article XI. ELECTION OF OFFICERS, Section 2. ELECTION OF REGIONAL DIRECTORS AND ALTERNATE REGIONAL DIRECTORS.</i>) | ☐ | |
| February - March | | |
| <ul style="list-style-type: none"> March 1 - NGC Scholarship deadline. Applications for the NGC Scholarship must be accepted by the state up until March 1, which is NGC's deadline, no matter what date the state may have for accepting other scholarship applications. | ☐ | ☐ |
| <ul style="list-style-type: none"> Send to NGC Credentials Chairman the names of delegates from the state to NGC Convention. The number of delegates is determined by the number of members in the state. This information is in <i>NGC Bylaws, Article XII, Convention and Meetings, Section 1, 2 and 3.</i> | ☐ | ☐ |
| <ul style="list-style-type: none"> Register to attend the NGC Convention and make travel plans. | ☐ | ☐ |
| <ul style="list-style-type: none"> If you cannot attend the NGC Convention, notify the NGC President; refer to General Guidelines, Board of Directors #1. | ☐ | ☐ |
| April – May (Annual NGC Convention is held anytime from the last week in April to the first week in June) | | |
| <ul style="list-style-type: none"> At the NGC Convention the State President attends the NGC Board of Directors Meeting, all business sessions, award presentation ceremony and any meetings for State Presidents. | ☐ | ☐ |

GENERAL GUIDELINES

Board of Directors

1. You are a member of the NGC Board of Directors by virtue of your being a State President. Duties of the Board of Directors are listed in ***NGC Standing Rules, Board of Directors, page 4.***
 - Board Members are responsible for making their own hotel reservations and travel plans.
 - If you are unable to attend any NGC Conventions or Fall Board Meetings, you should notify the NGC President in order that permission may be received for a Vice-President of your State Garden Club to represent the state as an alternate.
2. You will receive a “call” to Board of Directors meetings by email and a “call” letter for submission of recommendations by email from NGC Headquarters. Please take advantage of this opportunity to submit your ideas and suggestions to NGC.
3. The username and password for the Board site of the NGC website will be given to you at the Post-Convention Board of Directors Meeting.

NGC Website

1. Visit the NGC website and familiarize yourself with the information that can be found there.
2. Passwords are required for Member and Board sites. They are different for each side and change with each administration.
 - It is the responsibility of the President to let the members in your state know the password so they can visit the Member site. **DO NOT PUT THESE PASSWORDS ON YOUR WEBSITE FOR THE WORLD TO SEE!** Use an email to all club presidents in the state, in a state newsletter that only goes to your members and is NOT on your website or in some other method that is not public.

Publications

1. State Presidents are mailed a print copy of the NGC magazine, *The National Gardener (TNG)*, and the NGC newsletter, *Keeping in Touch (KIT)*. Let your members know they are available on the NGC website, www.gardenclub.org.
 - *TNG* – go to MEMBER site (username and password needed), select *TNG Online*
 - *KIT* – select ABOUT US tab at the top of the home page, select Free Publications
2. All members are welcome and encouraged to send articles to *The National Gardener*.
3. At the beginning of the administration, the *NGC Directory* will be mailed by NGC Headquarters to all board members during the week of the NGC Convention using the address information given for the directory.
 - One (1) copy will be sent to each Board Member, five (5) copies to State Presidents, and five (5) copies to Region Directors at no charge.
 - After the initial mailing, extra copies may be obtained by calling NGC Headquarters. There is not a charge for the directory, but there will be a charge for shipping.
 - The State President distributes the additional four (4) copies within the state. Some suggested choices are the state’s First Vice President, Treasurer and Awards Chairman.

Visit by NGC President

1. If your state wishes to invite the NGC President to attend a state function during an administration, initial contact may be made by email or regular mail. Follow-up by using the *NGC President's Travel Form*, which can be downloaded from the NGC Website, Board site, State Presidents' page.
2. A state is not responsible for paying for the transportation cost of an NGC President. **NGC Standing Rules**, "1. a. NGC budgets for transportation costs for the NGC President. Hospitality is required...." "Hospitality" means meals, lodging and transportation from the airport, if necessary.
3. It is optional how much time an NGC President stays at an event, either by the host's choice or the travel schedule of the President. It is a good idea to determine in advance the order of importance as to which portions of the event you wish the President to attend, as well as any responsibility during that function, if the president is not able to stay for the entire event.

Certificates

NGC has certificates available for use in your state.

1. The following can be purchased from the NGC Online Store, www.gardenclub.org/shop
 - Award of Distinguished Service
 - Blank certificate with Columbine Floral Frame
 - Certificate of Commendation
 - Emeritus Flower Show Instructor
 - Emeritus Flower Show Judge
2. The following certificates with the NGC President's signature are available upon request by calling NGC Headquarters (314) 776-7574 or emailing at headquarters@gardenclub.org.
 - Anniversary certificates for CLUBS 50 years or older; requests after 50 years should be in five-year increments. Example: 50 years, 55 years, 60 years, etc.
 - Blue Star certificates can be requested by the State Blue Star Chairman.
 - 4- and 5-Star certificates can be requested by the associated Chairman.

NGC Elected Officers

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

1. Endorsement and Resume forms, as well as the procedure and deadlines, will be available on the NGC website after the first NGC Fall Board Meeting.
2. As State President, your responsibilities to help a member apply to be a candidate are:
 - Encourage qualified members to apply. Get the word out to members in your state by email, newsletters and talking about it in visits to clubs and districts in your state.
 - A State Garden Club may present **one name** for each elective office.
 - Be sure to have the governing body (Board of Directors) of your state vote to endorse any candidates in sufficient time before the deadline for the candidate to submit their application and resume to the NGC Nominating Committee Chairman.
 - The State President writes a letter of recommendation on one side of the Endorsement Form.
 - **NOTE:** The candidate submits the forms to the Chairman of the Nominating Committee – NOT the State President.
3. A candidate must meet the eligibility requirements for the office as stated in the **NGC Bylaws, ARTICLE VIII, OFFICERS- ELIGIBILITY, Section 1.**
4. A candidate may apply for only one office.

5. Qualities of a good candidate are:
- An experienced member with vital interest in the work and objectives of state, region and national garden club organizations.
 - A worthy representative; able and willing to attend all Executive Committee and Board of Directors meetings, special called meetings and annual conventions.
 - Prepared to meet the financial obligations of the position.