# Pathways to Successful Leadership

The Garden Club of Georgia, Inc.

Organized June 8, 1928

Federated April 13, 1931

# Mission Statement

*The mission of The Garden Club of Georgia, Inc.*
*A non-profit organization established in 1928*
*To promote*
*Beautification, Conservation, and Education*



**NOTES**

## NOTES



## You Belong To

**Your own club**
**Which belongs to one of Seven Districts**
**Established in 1959:**
**Laurel, Azalea, Oleander, Camellia, Magnolia, and Dogwood**
**Redbud established 1961**
**Each has a District Director**
**District meetings held in October**

**Districts belong to**
**The Garden Club of Georgia, Inc.**
**Organized June 8, 1928**
**The Garden Club of Georgia is made of**
**A President and Seven officers make up the Executive Committee.**

**The Garden Cub of Georgia, Inc. is a member of Deep South Region, established 1961.**
**Includes: Alabama, Florida, Georgia, Louisiana, Mississippi and Tennessee**
**The presiding officer is a Director.**

**There are 8 Regions that make up the National Garden Clubs, Inc.**
**New England, Central Atlantic, South Atlantic, Deep South, Central, South Central, Rocky Mountain and Pacific.**
**The National Garden Clubs, Inc. was founded May, 1929.**
**Presiding Officer is the President of NGC.**

## President's Responsibilities

**Meetings . . .**

- Start all meetings on time
- Keep short, but cover all business
- Encourage programs
- Be impartial - both sides must have a chance to speak to all questions

**Share All Information With Members . . .**

- Invitations
- Correspondence
- Thank you cards, etc.

**Invite . . .**

- All members to upcoming events, most events are found in the Date Register (see Website*)*
- Encourage members to attend other club/ council events, activities, etc.

**Encourage Club Members . . .**

- To take part in projects sponsored by Districts, GCG, Deep South, and National Garden Clubs

**Bylaws . . .**

- Perform all duties as specified in your club's bylaws



## The Garden Club of Georgia, Inc.

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Athens, GA 30602-5817

Phone: 706-227-5369
FAX: 706-227-5370

E-mail: gcga@uga.edu

Website: www.gardenclub.uga.edu
GUIDE Login
User: guide
Password: grow1315

Facebook: www.facebook.com/gardenclubga

# Tidbits

- Parliamentarian seated to right of President with secretary to left.
- **Cell phones** should be turned off or put on vibrate.
- Flag to the right of Presiding Officer
- Members rise for the Pledge of Allegiance , face the flag, place the right hand over the heart. Hands should be free of purses and packages.
- Call the meeting to order with only one tap of gavel.
- Record the name of the person making the motion - but **not** the **name** of the person who seconded the motion.
- Coming from a committee a motion does not need a second.
- Minutes are not the report of the Secretary and therefore will not contain any opinions as to the luncheon nor the speaker. The secretary records what was done and not what was said.
- Corrections of minutes should be inserted in the margin with a carefully drawn line around or through the subject matter corrected.
- Respectfully submitted no longer used. Just sign your name, _____, Secretary.
- There should be no stand-in or proxy for an officer at the installation.
- Minutes are the LEGAL RECORD of what is done at a meeting.
- The Chair (Presiding officer) MAY vote to make or break a tie, or when the result will be affected, but it is **not** advisable as it shows partiality. Always vote when the vote is by ballot (but the Chair cannot break a tie on a ballot vote, if the Chair chose not to vote when the others voted).



# President's Procedure Book

**Any three (3) ring notebook will do . . .**
**(**Especially a brightly colored one)

- Keep Handy
- Keep in the same place

**In Your Notebook . . .**

- Agenda
- Minutes
- Other items of choice
- Calendar - keep up to date
- Correspondence from State/District Chairman
- Yearbook of Club and Council

**Tote Bag or Carry All . . .**

- Procedure Book
- Gavel
- Online Guide Login Information (User: guide / Password: grow1315
- Current Mail
- *Board Briefs* and *Garden Gateways*
- *The National Gardener* and *Keeping in Touch*
- Your club/council yearbook or membership list
- Club/Council Bylaws
- *Robert Rules of Order*, Newly Revised
- *Pathways to Successful Leadership*

**President's Calendar . . .**

- Dates of Club, Council, District, State, Regional, and National meetings; conventions, workshops, schools, etc.

**Be Prepared to Pass On To Your Successor . . .**

- All of the above and any other relevant materials

## Vice President's Responsibilities

The VP presides in absence of President and usually assumes the responsibility of President upon vacancy in that office. Sometimes, VP serve as Chairman of Programs, Yearbook, Ways-n-Means or other Standing Committees. This office may appoint a committee to assist in projects and usually is expected to advise the President on such matters.

## Recording Secretary's Responsibilities

The Recording Secretary records and keeps a permanent record of minutes at all meetings and reads the minutes at meetings. Sometimes, this officers makes roll call and provides order of business for meetings. Correspondence may be another responsibility.

**Minutes should contain . . .**

- Name of organization and type of meeting
- Date, time and place of meeting
- Name of Presiding officer
- Opening ceremonies
- Minutes approved as read or corrected
- Treasurer's report attached
- Motions—***Exact Wording***, whether carried or lost, name of maker and that it was seconded. You do not have to put the person's name who seconded the motion
- Any action taken which affects the organization
- Program title and speaker's name
- Time of Adjournment
- Signature such as _____, Secretary
- Date approved



## Courtesies to the Speaker

- If possible, give the guest or speaker two dates to consider
- Include time, place, type of meeting (luncheon, dinner, tea, etc.), and name of club president
- Dress (formal, informal, etc.)
- If program is to be given, time allowed should be prearranged
- If invited to conduct a ceremony/initiation/ installation, give complete details. Ask if any special arrangements will be needed.

**The Visit . . .**

- Be sure someone is there to meet the guest on arrival
- Give the guest a copy of the agenda or program
- Never allow guests to stand in line for refreshments. Serve them or place them at head of the line
- Make sure the guest leaves with a good impression of the organization and its members
- Don't forget the *"Thank You Note"* written as soon as possible after the visit

**The Introduction . . .**

- The purpose of an introduction is to acquaint the audience with the speaker's background, qualifications and subject.
  ** The introduction should be brief, not more than one minute, giving the speakers name last.*
- Do not start introduction by saying "you all know or have heard of _____"

## Club Activity Opportunities

**Did you know?**
The online *Guide* lists State Chairmen, District Chairmen, Deep South Chairmen and National Chairmen.

**Awards—(See online *Guide*)**

**Life Members—(See online *Guide*)**

| | |
|---|---|
| The Garden Club of Georgia | $100.00 |
| Deep South | 50.00 |
| National Garden Clubs | 200.00 |

**Programs . . .**

- Good Programs are necessary

**Conventions/Annual Meetings . . .**
***(check the website for dates)***

District Meetings, October
Deep South Convention, March
The Garden Club of Georgia, Inc., April/May
National Garden Clubs, Inc., April/May

**Other Opportunities . . .**

- Schools: Basic Design, Environmental Studies, Flower Show Schools, Gardening Study, Landscape Design Schools
- Youth Workshops
- Legislation
- Plant Societies
- Visits to State Headquarters House in Athens
- Scholarships- Partially funded by calendar sales
- Symposiums



## Treasurer's Responsibilities

**All Club Dues are Mailed to State Headquarters**

- Annual Club Registration information will be emailed or sent regular mail by January 15.
- Dues are due March 1.
- There is an administrative fee of $10.00 after March 1.
- Be sure to follow instructions carefully to update member information.
- *All* members, including *Life Members* pay dues.
- Note if a member has resigned or is deceased. Notify the chaplain of deceased members.
- Please let State Headquarters know when you have new officers.
- Notify Headquarters when members have address changes at anytime during the year. It costs $.90 for each returned *Garden Gateways*.
- As a reminder to clubs that have not paid their dues, a list will be published in the September issue of *Garden Gateways.*
- New members joining Sept 1– Dec 1 pay one half dues.
- New Member forms are sent in January and may also be found on the website to be used throughout the year as you gain members.
- Please note and keep track of your club number in the President's book or check book.

Dues are $_____ per member.

## Officer's Resources

**GUIDE - Big Number ONE!**

- Found on our website
  www.gardenclub.uga.edu
- Login
  User: guide
  Password: grow1315

All Communications From:

- State President
- State Officers
- State Headquarters
- State Chairman
- *READ!!!!!*

*Garden Gateways . . .*

All members receive four times per year

*The National Gardener . . .*

Sent to Club/Council President, at no charge. Club members can subscribe to *The National Gardener*. "Keeping in Touch", NGC newsletter on website.

*GCG Board Briefs . . .*

Quarterly Newsletter sent to Club/Council President via e-mail or mailed and on the GCG website.

*District Newsletter . . .*

From District Directors:

- Spring Issue alerts you to GCG annual convention
- Fall Issue alerts you to annual District meeting
- Issues can be found on the District's websites.



## Report of Special Committees

**Report . . .**

*"We shall now hear the report from the Special Committee on _____"*

**Unfinished Business . . .**

*"I know of NO unfinished business."*
(Never say "OLD" business)
Minutes reveal ANY UNFINISHED business.
(A quorum is needed before business is transacted)

**New Business . . .**

*"Is there any new business?"*

**Announcements . . .**

Be sure each one tells: *What, When, Where, Why and Cost*

**Program . . .**

*"The Program Chairman will now present the program"* NEVER SAY....Turn the meeting over to...

**Adjournment**

*"Is there any further business to come before this meeting. . . If not, and there is no objection, the meeting is adjourned"*

**NOTE:** *This suggested order of business MIGHT not be needed. However, the minutes should be read and treasurer's statement given at each meeting"*

## Suggested Order Of Business

**Call to Order . . .**

Begin on Time! One rap of the gavel.
*"The meeting will come to order"*

**Opening Ceremonies (optional) . . .**

*"We shall open our meeting by....."*

**Reading of the Minutes . . .**

"The secretary will read the minutes of the last meeting"
"Are there any corrections to the minutes?"
**DO NOT ask for ADDITIONS**. *An addition is a correction.*
*"If not, the minutes stand approved as read."*
(or approved as corrected)

**Reports of Officers . . .**

- Corresponding Secretary
  *"Is there any correspondence not requiring actions?"*
- Treasurer
  (Gives copy of statement Secretary/President)
  *"We shall hear the statement of the Treasurer"*
  *"You have heard the statement of the Treasurer."*
  *"Are there any questions? If not, the statement will be filed."*
- Other Officers
  *"Do any other officers wish to report?"*

**Report of Standing Committees . . .**

*"Will the _____committee please report"*
***"Do any other standing committees wish to report?***



## State Headquarters Ways and Means. . .

- State Life Member pins
- *New Beginnings* installation book

**Copy of Your Club/Council's Bylaws . . .**

(should be in our yearbook)

**Date Register - Website**

- Before planning an event, check the State and your District calendars on the website to make sure there is not a conflict in dates.

**The Garden Club of Georgia, Inc. . .**

- **Website**
  *www.gardenclub.uga.edu/*
- **E-mail**
  *gcg@uga.edu*
- **Facebook**
  *www.facebook.com/gardenclubga*

**National Garden Clubs, Inc. . .**

- **Website:** *www.gardenclub.org*
- **E-mail:** *headquarters@gardenclub.org*

**Deep South Region - website . . .**

- **Website:** *www.dsregion.org*

# Parliamentary Procedures

## Parliamentary Procedure is common sense used in a gracious manner

**Resources:** *Policy & Procedures, Bylaws, Parliamentary Procedures Manual and Protocol*

**Timely Tips for Meetings . . .**

- Be prepared with a carefully written agenda
- Stand when you are speaking or taking a vote
- Refer to yourself impersonally. Instead of saying "I say," say "the chair" or "this officer"
- Refer to "the board ", not "my board"
- When making introductions and the person is known, you present her/him. If unknown, you introduce her/him.
- You DO NOT introduce the head table. You introduce the "Guests" at the head table.
- Never turn the meeting over to Program Chairman, ask her/him to present the program.
- If the assembly becomes noisy - (Pause) - *"Ask that the members please come to order"*

**Motions . . .**

- Is there a motion?
- Is it seconded?
- Stated or repeated by Presiding Officer
- Ready for the question
- Announce Vote: Ayes have it - motion carried, No's have it-motion lost



**Etc. . .**

- When changing officers, current presiding officer conducts final meeting to its adjournment
- Bylaw changes are called *Amendments* unless extensive changes are made throughout the document, then it is called *Revision*
- When any change is made to bylaws, show the date and type of change under the heading of "bylaws"
- Members should not say, "I so move", but should put the motion in their own words.
- Allow the minority, as well as the majority, to be heard.

**Podium or Lectern? . . .**

- Lectern - a stand for holding the notes, written speech, etc. as of a lecturer.
- Podium - a low platform, esp. for the conductor of an orchestra

- ***Always be positive and enthusiastic!!!!***