

**Manual For  
Officers,  
Board Standing Committee  
Chairs,  
And Continuing Projects,  
Workgroups, and Activities**

**Emmaus Garden Club  
Emmaus, Pa.**

**District II/III**

**Garden Club Federation of Pennsylvania**

**Revised March 13, 2025**

**This manual belongs to**

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## INTRODUCTION

**Purpose:** The purpose of this Manual is to provide a resource for board members and potential board members to understand the formal workings of the club as well as the tasks and time involved for various committees and activities.

### General Manual Information

This is the 2025 Manual for Officers, Board Standing Committees, and Continuing Projects, Workgroups, and Activities. The revision is based on the Manual for Officers and Committee Chairs of 2022.

2025 Committee members: Sandy Bachman, Diane Quinn, Chris Rader, Faye Schuler, and Lynne Yaeger. Input and reviews were received from Officers, Standing Committee Chairs, and Special Activity Coordinators.

The manual is to be reviewed every other year by the President Elect.

### Emmaus Garden Club Mission

The mission of the Emmaus Garden Club (EGC) is to:

- Stimulate the knowledge and love of gardening among all.
- Aid in the conservation and protection of natural beauties of native trees, plants, wildflowers, and birds.
- Promote interest in the art of flower arrangement through study and exhibition.
- Promote, support, and maintain community gardening.

### Membership Pledge

In becoming a member of the Emmaus Garden Club, I will:

- Endeavor to attend the monthly meetings.
- Support and participate in Club activities and community projects.
- Cooperate in every way possible.
- To the best of my ability, do what I am called upon to do.

### Addresses

Website – [www.emmausgardenclub.com](http://www.emmausgardenclub.com)

Facebook – <https://www.facebook.com/groups/1021585798653408>

Mailing – Emmaus Garden Club, PO Box 571, Emmaus, PA 18049

## ELECTED OFFICERS

**The Elected Officers** shall be a President, a President Elect, a Vice President, a Recording Secretary, a Corresponding Secretary, and a Treasurer who shall constitute the **Executive Committee**. An additional Club member MAY be selected for the Executive Committee by the President. The Executive Committee together with the Chairs of all Standing Committees and the Immediate Past President shall constitute the **Board of Directors**.

### Duties of Officers and Board of Directors

Section 1. The **President** shall appoint Chairs of all standing committees, except the Nominating Committee, and Coordinators of special activities. The President shall preside at all Board and General Meetings and shall be an ex-officio member of all committees, except the Nominating Committee. The President may make recommendations to the Nominating Committee but may not vote. The President shall represent the Club at the Garden Club Federation of Pennsylvania Meetings and the District II/III Meetings. Expenses incurred by our delegates at meetings, as mentioned, shall be subject to budget regulations.

See the individual write-up elsewhere in this manual for more detailed information.

Section 2. The **President Elect**, in the absence of the President, shall perform the duties of the office. The President Elect shall review this manual biennially and make any changes needed with the approval of the Board of Directors. The President Elect is expected to assume the position of President at the end of the two-year term as President Elect.

Section 3. The **Vice President**, in the absence of the President Elect, shall perform the duties of the office and the duties of the President in the absence of both. The Vice President shall also be the Program Committee Chair.

Section 4. The **Recording Secretary** shall keep the minutes from Board and General Meetings. The Board minutes shall be sent to the Board members electronically; the General Meeting minutes shall be sent to all members electronically. A few hard copies of the Board and General Meeting minutes shall be available at the Board and General Meetings. The Recording Secretary shall keep a hard copy of Board and General Meeting minutes. See the individual write-up elsewhere in this manual for more detailed information.

Section 5. The **Corresponding Secretary** shall attend to the correspondence of the Club as directed by the President. This may include but is not limited to: business letters to banks, thank you notes to those who have made a donation in memory of a

member who has passed away, thank you notes to donors and advertisers for garden tours, and thank you notes to those whose gardens were on the tour.

Section 6. The **Treasurer** (Finance Chair) shall present an account of all receipts and expenditures monthly and shall pay bills. The Treasurer shall also prepare for the annual audit and prepare the annual budget. See the individual write-up elsewhere in this manual for more detailed information.

Section 7. The Treasurer's records shall be audited annually. A committee of three members appointed by the President shall conduct the audit in January.

Section 8. The President shall appoint a committee to assist with the annual budget preparation.

Section 9. The Board of Directors shall conduct the business of the Club.

Section 10. New standing and/or special committees shall be approved by the Board of Directors.

## **BOARD OF DIRECTORS**

Section 1. In the odd-numbered year, at the Board Meeting in September, the Board of Directors shall appoint a committee of three to nominate officers for a term of two years; the first member appointed shall be the Chair of this committee. The Nominating Committee shall make its report and shall call for any other nominations from the floor at the general meeting in November, at which time nominees will be voted upon. The Nominating Committee should be prepared with papers for ballots in case of nominations from the floor. The officers shall be elected to serve for two years. They shall be installed at the December General Meeting.

Section 2. No officers of the Club, except the Treasurer, shall be eligible for the same office for more than one consecutive term.

Section 3. No officer of the Club shall hold more than one office in a two-year term. For example, no one may be President and Treasurer at the same time.

Section 4. Committee Chairs recruit their committees and attend meetings when required.

## PRESIDENT

**OVERVIEW:** Provides overall direction to the Board of Directors, other leaders, and club membership as outlined below.

Tasks include:

1. Read and study Parliamentary Rules from National Garden Clubs, Inc. as soon as you are elected.
2. Appoint Chairs of all Standing Committees for a two-year term. Chairs recruit their committee members.
3. Work with Yearbook Chair to prepare yearbook for coming year. The yearbook must be ready for the printer no later than mid-February.
4. Appoint three members to audit Treasurer's books in January and report to Board at February Board Meeting and to membership at March General Meeting.
5. Attend the audit and budget meeting in January.
6. Ensure that the Club is operating within the budget. An expenditure that is \$100 or more over the approved budget for that item must have Board approval.
7. Submit names of and information about Club members for District Laurel Awards to be presented at District Annual Meeting, according to deadlines. Keep lists of those receiving awards and pass on to next President.
8. Control use of Club keys for Bethel Bible Fellowship Church.
9. Do the following, if necessary, for the current meeting place: Turn off lights and microphone system after all meetings, adjust heat or air conditioning and lock church doors after meetings. If you are unable to perform these functions, assign someone to do them.
10. Share District newsletters or other District information, *Keystone Gardener* or other State information, and National Garden Club information electronically with club members.
11. Conduct General Meetings or assign the President Elect to do so if you cannot attend.
12. Conduct Board Meetings or assign the President Elect to do so if you cannot attend. Attend committee meetings if needed except for the Nominating Committee.
13. Attend all District II/III Meetings and State Conventions or send a representative.
14. Write the President's article for the Club newsletter monthly by the current deadline.
15. Provide input to the Club's webmaster.
16. Every July print three copies of the liability insurance certificate from the GCFP website. One copy is for the church office, one for the Treasurer, and one for the President.
17. Every two years lead the preparation for a flower show.

#### Time commitment

- Several hours initially to study President's responsibilities
- Several hours initially to contact the Committee Chairs to determine if they will continue in their positions and to find new chairs if necessary.
- Several hours monthly to prepare an agenda for meetings and conduct meetings
- A few hours monthly to write newsletter articles and pass on information from District, State, and National organizations
- Several hours once each year to assist with yearbook preparation
- A few hours once each year to attend audit and budget meetings
- Six hours per meeting to attend District II/III meetings.
- Two to three days to attend the GCFP Convention in April of each year.

#### Special skills needed

- Leadership skills
- Organizational skills
- Communication skills
- Computer skills
- People skills
- Knowledge of gardening

### **RECORDING SECRETARY**

**OVERVIEW:** Recording secretary records the minutes of the General and Board meetings. Note there may be different secretaries for the Board and the General Meeting.

#### Tasks include:

1. Attendance must be taken at the Board Meetings and the names of those attending included in the minutes.
2. The call to order for the Board Meeting includes the name of the presiding officer and the time the meeting started.
3. Officer and committee reports should be included.
4. The Board Meeting minutes shall be sent to the Board members electronically no later than one week after the meeting.
5. The General Meeting minutes should be sent electronically to all members no later than one week after the meeting.

6. Motions must be recorded verbatim and the names of those who made the motion and seconded it must be included.
7. The numbers of attendees (members and guests) must be included in the General Meeting minutes.
8. A hard copy of all minutes is retained by the Emmaus Historical Society.

#### Time commitment

- Attend Board and General Meetings
- A few hours after Board and General Meetings for typing minutes from meetings and sending out to members

#### Special skills needed

- Listening skills
- Computer skills

## **TREASURER (FINANCE CHAIR)**

**OVERVIEW:** The Treasurer/Finance Chair is responsible for control and oversight of the financial activities of the club.

#### Tasks include:

1. Make deposits as soon as possible after funds are received. Keep a record of all cash and checks received. Deposits must be recorded for each category (raffle, sales and donations, dues, bus trips, etc.) not as a lump sum. Deposits may be made as a lump sum.
2. Pay all bills as soon as possible. Keep all receipts.
3. Keep an account of all income and expenditures.
4. Reconcile bank statements as soon as available by mail or online. Checks issued by the Club but not yet paid by the bank must be included in reconciliation. The Club currently has a checking account.
5. Prepare monthly Treasurer's Report after bank statement reconciliation. Note that the Treasurer's Report is a record of the deposits made and checks written for that time period only.
6. Maintain a record of Club investments. They are currently in a Charles Schwab account. The Investment Chair will furnish the monthly report for inclusion in the Treasurer's Report.
7. The Treasurer's Report is presented at the Board Meeting for review and then at the General Meeting. A few paper copies should be available for Board Meetings and General Meetings.

8. When General Meetings are held, checks may be needed for the program presenter and possibly the exhibition judge. Coordinate payment of speaker with the Program Chair.
9. Certain payments are due at the same time each year, such as the church rent and the state and district dues. Other payments are made when appropriate, such as the scholarship and other donations approved by the Board.
10. Prepare a separate accounting of significant events, such as bus trips, garden tours, etc.
11. After receiving the December bank statement, prepare for a meeting of the auditors, who are selected by the President. Monthly bank statements, Treasurer's Reports, and the checkbook register are needed. Attend the meeting and answer any questions.
12. Chair the Budget Committee meeting in January to prepare the annual budget for the new year (January 1– December 31). Note that the audit and budget meetings are usually held the same day.
13. Prepare a simplified budget from the comprehensive budget.
14. Present copies of the simplified budget for approval at the February Board of Directors Meeting.
15. Present copies of and read the simplified budget at the March General Meeting for approval by members of the club.
16. Obtain Board approval for an expenditure that is \$100 or more over the approved budgeted amount.
17. Additional more specific information, such as the EIN (Employer Identification Number) is available in a separate document.
18. The Treasurer is a member of the Investment Committee and attends those committee meetings.
19. Check the Garden Club post office box periodically.

#### Time commitment

- Attend Board and General Meetings
- Attend Investment Committee Meetings
- A few hours each month for making deposits, writing checks, reconciling the bank statement, preparing the Treasurer's Report, and miscellaneous duties
- Several hours in December and January for preparing for the annual audit and the budget meeting and attending those meetings

#### Special skills needed

- Computer skills
- Communication skills
- Knowledge of banking and bookkeeping
- Being detail oriented

# **BOARD STANDING COMMITTEES**

## **AUDIT COMMITTEE**

**OVERVIEW:** Meets once per year. It is Chaired by the President who appoints three members to participate in the audit. Typically meets in January and reviews the financial summary in detail. The treasurer attends to answer questions.

## **BUDGET COMMITTEE**

**OVERVIEW:** The Budget committee meets once a year to finalize the annual budget. The meeting is generally held the same day as the Audit meeting. Committee members are selected by the President.

## **INVESTMENT COMMITTEE**

**OVERVIEW:** Chair directs the activities of the investment committee in studying investment instruments and making decisions on the investment of the club's funds.

Tasks Include:

1. The Chair presides over meetings when the committee convenes, at least twice a year. Note that the committee consists of the Chair, the Treasurer and three or more other club members.
2. Maintain timely and accurate accounts.
3. Furnish end of month reports to Club Treasurer for inclusion in monthly Treasurer's Reports.
4. If significant activity occurs such as a purchase or sale, report it at General Meetings, to the Board, and in the newsletter.
5. Communicate with our broker as needed.
6. Send end of year tax documents to the designated committee member.

Time commitment

- Attend General Meetings and Board meetings as needed
- Approximately ten hours per year for the chair

- Approximately six hours per year for committee members

#### Special skills needed

- Comfort with numbers
- Research and computer skills
- Organizational skills
- Basic knowledge of the stock market and other investment instruments.

## PROGRAMS COMMITTEE

**OVERVIEW:** Responsible for leading the annual process to identify, arrange, contract, and facilitate the presentations given at the club meetings. The Vice President serves as Chair of this committee.

Tasks include:

1. Throughout the year, collect/keep information about possible speakers and programs from various sources.
2. Recruit committee members to serve for two years on the Program Committee.
3. Arrange committee meeting in September to set up programs for year, and request ideas and contacts from club members at Board and General Meetings. A variety of programs should be planned and include National Garden Club goals and objectives, such as Birds, Butterflies, Conservation, Environment, Floral Design, Horticulture Therapy, Horticulture Design, etc. Programs need to be finalized by the end of December.
4. Assign members to make contact with speakers.
5. Confirm acceptance IN WRITING using our Club's standard agreement form. Information includes date, time, title of program, background, and cost, plus any other expenses, special equipment needed, time of arrival, tables, and length of program.
6. No speaker shall be paid in excess of \$599. This is to avoid having to file special IRS forms.
7. Adhere to budget guidelines. If additional funding in excess of \$100 is needed, request approval from the Board prior to hiring a speaker.
8. Forward a typed schedule of programs to the President, Yearbook Chair, and Publicity Chair by the end of December.
9. The Chair must re-confirm the program two weeks before program and offer help for AV set-up. Chair or designee responsible if projector, screen, and laptop are needed.

10. Contact the Treasurer for a check for the program fee or to send a donation to an affiliation, such as the Penn State Extension Service.
11. Meet the speaker upon arrival, offer refreshments, and help set up, if necessary.
12. Introduce speaker to members at meeting or have another club member do so.
13. Thank the speaker after the program and ensure that the check is given to the speaker. If donation, Treasurer will send to organization.
  - a. If a presenter is paid a program fee and also sells a product, the Club receives 10% of the sales. If a presenter is not paid a program fee and sells a product, the sales are in lieu of that fee.
  - b. A speaker may be paid the current IRS per mile travel allowance.
  - c. Note that garden club members are not to assist with sales of a presenter's books, products, etc.
14. Offer to assist with clean-up and packing up.
15. Keep Newsletter Editor and Publicity Chair informed of upcoming programs.

#### Time commitment

- Attend Board and General Meetings.
- A few hours to lead program committee meetings
- Final program schedules are due by December 31
- A few hours to communicate with presenters
- A half hour before meeting to make sure room and equipment are properly set up
- A half hour after meeting to assist presenter as needed

#### Special skills needed

- Networking contacts to program presenters
- Communication skills
- Organizational skills
- Computer skills

## SCHOLARSHIP COMMITTEE

**OVERVIEW:** The Scholarship Chair is responsible for leading the process of evaluating, selecting, and awarding recipients of club scholarship(s) annually.

Tasks include:

1. The Scholarship Chair informs Emmaus High School Guidance Department that a scholarship is available.

2. The East Penn School District will send the Committee Chair information about students who have applied for the Emmaus Garden Club scholarship by the designated deadline.
3. The committee reviews applications and selects the scholarship recipient.
4. The chair notifies the Board and membership of committee selection.
5. The chair invites the winner and parents to the Garden Club Meeting (usually in August) to receive their scholarship certificate.
6. Contact the East Penn Press to request that a reporter attend the scholarship presentation to take photos and write an article for publication. Alternatively, a club member may submit an article and photos.
7. A photo and complete information is sent to the Club Newsletter Editor.
8. College payment information is given to the Club Treasurer. The student number must be included. The check is sent directly to the college or university.
9. A file of all applications is kept by the chair
10. Let the recipient know that the Club could endorse him or her for available state scholarships if desired.

#### Time commitment

- Attend General Meetings. Attend Board Meetings as needed.
- Approximately six hours to review applications and send appropriate ones to other committee members
- Approximately one hour to correspond with students, parents, Treasurer, and Newsletter Editor

#### Special skills needed

- Organizational skills
- Communication skills
- Knowledge of scholarship selection criteria

### **GARDEN TOUR COMMITTEE – (biennial)**

**OVERVIEW:** The Garden Tour Chair heads the biennial committee responsible for this major fundraiser. In this role the Chair provides direction and support to the work groups that perform the varied tasks associated with the tour process.

#### Tasks include:

1. The Garden Tour Chair is responsible for planning a tour of local personal gardens.
2. With the assistance of committee members, the Garden Tour Chair selects the gardens to be toured and the tour date.

3. A booklet describing the gardens and giving their locations must be prepared. The booklet also serves as an admission ticket.
4. Sponsors are obtained and ads are prepared for the booklet.
5. Hosts are recruited to greet those on tour at each garden.
6. Receipts for expenses must be provided to the Treasurer for payment.
7. Arranging ticket sales at local garden centers
8. Marketing and Advertising coordination

#### Time commitment

- Attend General meetings. Attend Board Meetings during active phase of Garden Tour planning and activities.
- In tour years, significant time is needed to plan for and execute the tour.

#### Special skills needed

- Knowledge of horticulture
- Communication skills
- Organizational skills
- Networking to find gardens for tour

## **FLOWER SHOW COMMITTEE – (biennial)**

**OVERVIEW:** The Flower Show Chair is responsible for planning and directing the execution of a biennial flower show of horticulture and design exhibits.

#### Tasks include:

1. With the assistance of committee members, the Flower Show Chair determines a theme and venue for the show.
2. A schedule for exhibits must be prepared and printed.
3. Accredited judges must be invited and compensated.
4. Receipts for expenses must be provided to the Treasurer for payment.

#### Time commitment

- Attend General meetings. Attend Board Meetings during active phase of flower show planning and activities.
- In show years, significant time is needed to plan for and execute the show.

#### Special skills needed

- Knowledge of horticulture and design

- Communication skills
- Organizational skills

## CONTINUING PROJECTS, WORK GROUPS AND ACTIVITIES

### AWARDS

**OVERVIEW:** This position is responsible for identifying and applying for awards offered by the District, GCFP, CAR-SCG, AND NCG.

Tasks include:

1. Study the current Garden Club Federation of Pennsylvania (GCFP), National (NGC), and Regional (CAR-SGC) Awards Manuals (on the GCFP website) to determine awards for which the Club is eligible.
2. Be aware of new awards and changes as listed in *Keystone Gardener* and *National Gardener*.
3. Collect evidence including photographs needed for “Book of Evidence” (if required) to apply for awards, as listed in the Awards Manual.
4. Compile Book of Evidence using award guidelines.
5. Make proper applications for awards. The forms are found on the GCFP website or may be duplicated from the Awards Manual. Submit applications to the proper individual by the date specified for that award.
6. Keep duplicate file of all award applications.
7. Be sure someone is available to receive awards at designated meetings, upon notification by Awards Coordinator.
8. President and Awards Coordinator notify members and present awards won at Club meetings. Have Books of Evidence and awards available for display.
9. Send Newsletter Editor information regarding awards won.
10. Keep hard copy of awards manual up to date.

Time commitment

- Attend General Meetings. Attend Board Meetings as needed.
- Several hours for studying awards manuals
- Several hours for preparing each award application
- Many awards applications require preparation in November

#### Special skills needed

- Computer skills
- Organizational skills and good attention to detail.
- Research skills if preparing a Book of Evidence.
- Knowledge of the Club's activities and members is helpful.

### **BIRDS, BUGS, AND BUTTERFLIES**

**OVERVIEW:** The Coordinator researches birds, bugs, or butterflies of interest as a topic for a monthly article. The article is published in the newsletter. The article is submitted about the middle of the month.

#### Tasks Include:

1. Writing articles that focus on education, responsible stewardship, and/or environmental issues. It should also be entertaining and may include personal experience. The length should be approximately five hundred words (one page).
2. The Coordinator shall also encourage other members to write and submit articles on the topics to Newsletter Editor.

#### Time commitment

- Attend General Meetings.
- Researching and writing the article takes approximately 3-4 hours per month

#### Special skills needed

- Computer research skills
- Writing skills

## **BUS TRIPS**

**OVERVIEW:** The Chair(s) is/are responsible for the overall planning, scheduling, and organizing of 2 to 3 bus trips per year.

Tasks include:

1. Plan and organize bus trips as requested by President and members of the Club.
2. Secure quotations from at least two reputable bus companies if requested by the Board of Directors.
3. Plan the annual bus trip to the Philadelphia Flower Show as soon as information is available.
4. Schedule trips on dates that do not conflict with Club meetings and activities.
5. Send information about trips to *The Morning Call*.
6. Notify Publicity Chair in ample time for other newspapers.
7. Give descriptive information to Club Newsletter Editor.
8. Send information about trips to Facebook Administrator and Webmaster.
9. Give checks and cash payments from trip participants to the Club Treasurer as soon as feasible.
10. Obtain necessary payments from the Treasurer and send to gardens, bus company, etc.
11. Prepare a seating chart. Names are added to the chart from front of bus to back as checks are received.
12. On the day of the trip, provide cell phone number to participants. Check to make sure that everyone is on the bus prior to departure.
13. Prepare a final report and accounting for the Treasurer and the President.

Time Commitment

- Attend General Meetings and Board Meetings.
- Approximately 10 hours for each trip. Note that this is not a solid block of time.

Special skills needed

- Organizational skills
- Telephone skills
- Basic accounting skills

## **CARDS, FLOWERS, AND BOOKS**

**OVERVIEW:** The coordinator arranges for cards or flowers to be sent to ill or grieving club members. Additionally, arranges for memorial book donations to the library.

Tasks include:

1. Send thinking of you, get well, or sympathy cards to members when appropriate.
2. Send a bud vase to a member upon the death of spouse or partner as a token of sympathy. It may also be appropriate to send a bud vase to a member upon the death of a child or parent.
3. Send a bud vase to a member for hospitalization or hospice care.
4. Request the bill from the florist be sent to our Club mailing address.
5. Keep a record of cards and flowers sent. Report same to the Board, members, and Newsletter Editor.
6. Upon the death of an *Emmaus Garden Club Member or former Club President* contact the Emmaus Public Library to order book in memory of the member or President.
7. Request the bill from the library be sent to our Club mailing address.
8. Report the title and author of the book to the Club board, membership, and Newsletter Editor.
9. Keep a record of cards sent and postage throughout the year. Submit receipts for cards and postage annually to the Treasurer for payment.
10. Remind members that the effectiveness of this role relies on receiving information from the membership regarding ill or grieving members.
11. If a life event that is not included in these guidelines occurs that might be remembered by flowers, the coordinator and the President shall decide if it is appropriate to send flowers.

Time commitment

- Varies depending on needs of club members
- Attend General Meetings and Board Meetings.

Special skills needed

- Communication skills

## **CHRISTMAS LUNCHEON**

**OVERVIEW:** Coordinator(s) is/are responsible for organizing and planning the annual December holiday luncheon.

Time Commitment

- Several hours per year to arrange facilities and oversee coordination of attendees

- Attend general meetings. Attend Board meetings as needed.

#### Special Skills

- Communication skills
- Good organizational skills

### COMMUNITY PROJECTS-GARDENS

**OVERVIEW:** The coordinator is responsible for the oversight of community gardening projects performed by club members. The coordinator participates in the projects and also recruits members to the group.

Tasks include:

1. Do plantings and maintenance for the gardens at the Entryway Garden on Main Street by the Emmaus Public Library, at the 4<sup>th</sup> & North Streets Memorial Triangle, and the Triangle Park on Chestnut St.
2. Advise the Garden Club Board and/or Emmaus Borough officials if new plants need to be purchased.
3. Arrange for help from the Emmaus Borough for maintenance chores beyond normal limits, such as digging beds, mulching, watering, etc.
4. Contact and encourage members to participate in the planting and maintenance of the gardens whenever possible.
  - a. Check the gardens periodically in late winter when the weather begins to be spring-like. Rose bushes may need pruning, and debris may need to be cleaned up.
  - b. Set up schedule for watering and weeding beds, as needed, by members throughout summer.

#### Time commitment

- Attend General Meetings. Attend Board Meetings as needed.
- Several hours each month during April through October

#### Special skills needed

- Organizational skills
- Communication skills
- Possibly physical stamina to assist in community plantings and maintenance

## FACEBOOK

**OVERVIEW:** The coordinator is responsible for the overall design, maintenance and posting on the club Facebook site.

#### Tasks include:

1. Provide Emmaus Garden Club members and others with information about Club meetings and programs by posting it on the Emmaus Garden Club Facebook page.
2. Post information about EGC events, such as garden tours, road trips, etc. on the Facebook page.
3. Post photos from our monthly meetings.
4. Post anything appropriate related to gardening, nature, or environmentally friendly items.
5. Post photos of plants and flowers (especially from our horticulture exhibitions) and gardening tips.
6. Post EGC award winners as possible.
7. Recruit other garden club members to assist with posting information.
8. Remove any unwanted or inappropriate posts.
9. Invite new group members who are on Facebook to “like” and follow our page.

#### Time Commitment

- Attend General Meetings. Attend Board meetings as needed.
- A couple of hours each month to post information on the page

#### Special skills needed

- Computer skills including knowledge of Facebook
- Communication skills

Note that the President, the Facebook Coordinator, and others, as needed, have administrative rights.

## **FIELD TRIPS**

**OVERVIEW:** The Coordinator plans and arranges field trips that may be of interest to club members. Frequency is flexible.

Tasks include:

1. Plan informal road trips to points of interest.
2. Destinations may include gardens, greenhouses, mansions, studios, garden centers, and farms.
3. Lunch at a nearby restaurant or shopping may be included.
4. Inform members of details of upcoming trips by email and in the Club newsletter if time permits.
5. Provide directions to the destination to the volunteer drivers if needed.
6. After the trip, send a short article about it to the Newsletter Editor.
7. Give a short oral report at meetings.
8. Note that trips are weather dependent and that no rain dates will be scheduled.

Time commitment

- Attend General Meetings. Attend Board Meetings as needed.
- Two to three hours each month when trips are planned

Special skills needed

- Organizational skills
- Communication skills
- Computer skills to locate places of interest and restaurants

## **FLORAL DESIGN**

**OVERVIEW:** – The Coordinator selects practice designs for designated monthly meetings; provides instructions/tips for the monthly newsletter; and may plan workshops for interested exhibitors. The coordinator also collaborates with the Chair of the biennial Flower Show.

#### Time commitment

- Attend General Meetings. Attend Board Meetings as needed.

#### Special skills needed

- Organizational skills
- Communication skills
- Knowledge of basic skills associated with floral design

### **FRONT YARD GARDEN AWARDS PROGRAM**

**OVERVIEW:** The coordinator is responsible for organizing teams to place garden award signs in residential gardens throughout the growing season.

#### Tasks Include:

1. Select four captains for the **Front Yard Garden Awards Program** for four zones in Emmaus.
  - a. The captains conduct monthly tours of Emmaus front yards from April to October. No business locations or professionally landscaped gardens may be chosen for the award.
  - b. The captains explain the award to the recipient or leave a note explaining the program and place a sign in the yards selected.
  - c. The captains record the addresses of the recipients and provide them to the chair and the newsletter editor.
  - d. Repeat Winner signs may be given to outstanding front yard gardeners who have won the award more than once.
2. The chair and captains collect and store signs in October.

#### Time commitment

- Attend General Meetings. Attend Board Meetings as needed.
- A few hours each month during April through October

#### Special skills needed

- Organizational skills
- Communication skills

## FUNDRAISING

**OVERVIEW:** The fundraising coordinator develops and implements the activities for fundraising during the monthly General Meetings.

Tasks include:

1. Displaying plants and sale items before the meeting for the raffle as well as items offered for a donation.  
Members are encouraged to bring plants and new gardening items for the raffle. Gently used items as well as plants and vegetables from members' gardens are welcomed for the donation table. Items that remain after the meeting must be taken home by the donors.
2. Conduct sales of raffle tickets.
3. Ask for volunteer members to help with sales when needed.
4. Conduct drawings for fundraisers.
5. Announce profit from raffle and donations. Give the proceeds from each to the Treasurer in marked, separate envelopes.
6. Assure sales area is always attended.
7. \$30 is provided monthly by the Club for purchasing items for fundraising. Coordinators are not to use personal funds for purchasing items for fundraising.
8. Responsible for fundraising at the Holiday Luncheon.

Time commitment

- Attend General Meetings. Attend Board Meetings as needed.
- Approximately one hour before and one-half hour after General Meetings for set-up and clean-up

Special skills needed

- Organizational skills
- Communication skills

## HISTORIAN

**OVERVIEW:** The Historian collects information, pictures, or items, which may be useful or informative to the club in the future. This role creates “memory” for club activities.

Tasks include:

1. The historian collects and files newspaper photos and information related to the Emmaus Garden Club.
2. The historian keeps files of awards won.
3. The historian may take photos at meetings.

Time commitment

- Attend General Meetings. Attend Board Meetings as needed.
- A few hours periodically to maintain files

Special skills needed

- Organizational skills

## HORTICULTURE EXHIBITION

**OVERVIEW:** The Coordinator provides oversight of the monthly exhibitions at the general meetings. The coordinator provides direction to the workgroup members who are staffing the monthly exhibition activities.

Tasks Include:

1. Contact judge for monthly exhibition. Use a Federated Judge if at all possible. A student judge with a Federated Judge is also acceptable.
2. Recruit entry clerks for each exhibition. (two or more)
3. Begin preparation at 10 a.m. Cover exhibition tables with cloths, get containers ready, and separate classes with slats.
4. Greet Judge, give instructions if needed and thank the judge. Instruct Treasurer to pay judge if applicable.
5. Report best of show each month and at year end. Record number of specimens and exhibitors each month and year end. Send to newsletter.
6. All reports go into a binder at end of year.
7. Announce best of show at meeting.
8. Order supplies as needed, e.g., entry cards, award seals.

9. Encourage exhibition participation by Club members.
10. Facilitate brief discussion of gardening interests at General Meeting.

Time commitment

- Attend General Meetings. Attend Board Meetings as needed.
- A few hours before General Meetings for set-up and assisting participants and an hour after General Meetings for clean-up

Special skills needed

- Dedication to the task
- Some knowledge of horticulture and entry card completion

## **HORTICULTURE STUDY**

**OVERVIEW:** The coordinator researches plants of interest monthly and submits an article about the chosen topic(s) to the Newsletter Editor according to the schedule.

Tasks include:

1. The article shall focus on education, responsible stewardship, and environmental issues. It should also be entertaining and may include personal experience. The length should be approximately five hundred words (one page).
2. The coordinator shall also encourage other members to write and submit articles to the Newsletter Editor.

Time commitment

- Attend General Meetings
- Researching and writing the article takes approximately 3-4 hours per month

Special skills needed

- Computer research skills
- Writing skills

## HORTICULTURE THERAPY

**OVERVIEW:** The Coordinator arranges and participates in the delivery of flowers to an identified skilled nursing facility. Ideally, help is provided so residents can make floral arrangements for their enjoyment.

Tasks include:

1. Recruit volunteers from the Club to help with this program. Three members total is a good number.
2. Contact the Activities Director at the facility where flowers are delivered each month from March through November to discuss the date and time you are coming. Your visit is almost always immediately after the General Meeting (i.e., the first Tuesday of the month at 2:30 or 3 p.m.).
3. Go to Weis or Giant and buy flowers to use for activities.
4. Submit receipts to Treasurer for reimbursement for monthly purchases as available in budget.
5. Condition the flowers: Remove from plastic wrapping, strip stem leaves off, snip off faded blooms, give stems fresh cuts, and hydrate the flowers in water in buckets.
6. On General Meeting day, transport flowers to church and bring into the church. Also bring empty buckets into the church for donations of horticultural specimens.
7. With help from your other committee members, gather all usable horticultural specimens, put them in water buckets, and transport them and other floral contributions from the meeting to the facility.
9. The facility may require that you ring for assistance in entering. When calling the day before, request that someone meet you at the door. The aide may help to carry the flowers to the Activity Room and may have everything ready. Make sure there is plenty of water available and fill the vases on the tables if applicable. Distribute the flowers as evenly as possible among the residents and assist them in making floral arrangements if applicable.
10. Coordinate visit and floral presentation with the Activities Director. Try to teach a little during each session, identifying as many of the flowers as possible and talking about how they are grown. Some residents enjoy hearing about gardening and the current season. They also may recall their own or their relatives' gardens.

11. After the flowers are arranged, if applicable, help to clean up and stay until the Activities Director carries all the vases and helps residents back to their rooms. Try to keep conversations going until leaving.
12. Report on horticulture therapy at Board Meetings and General Meetings.

#### Time commitment

- Attend General Meetings. Attend Board Meetings as needed.
- Approximately three hours per month for purchasing flowers, delivering them to facilities, and assisting with designs if applicable

#### Special skills needed

- Organizational skills
- Communication skills
- Knowledge of flowers and design

## **HOSPITALITY**

**OVERVIEW:** The Hospitality Coordinator(s) is (are) responsible for arranging monthly volunteers who provide refreshments to members at the monthly meetings. Additionally oversees the planning for the annual picnic/potluck in August.

### **Tasks Include:**

1. In October and November, compile a list of hosts for the following year for inclusion in the yearbook. Currently, we need six or eight for each month. This must be completed by the end of December.
2. Remind monthly committee of upcoming meeting responsibilities.
3. Check with the committee of the month to ensure that a centerpiece for the serving table will be provided.
4. Maintain tablecloths, dishes, and dishwashing supplies for monthly meetings.
5. Be at the meeting place early to assist monthly committee, get tablecloths from storage, etc.
6. Guide clean-up and put utensils in proper places.
7. Announce the names of the hostesses and centerpiece provider during the business meeting for recognition.
8. Submit receipts to Treasurer for payment.

### **Time commitment**

- Attend General Meetings. Attend Board Meetings as needed.
- Be at General Meetings by 10:00 a.m. and until clean-up is completed afterward
- Some time each month for meeting with members who will be providing refreshments that month or answering questions via phone or email

### **Special skills needed**

- Communication skills
- Organizational skills
- People skills

## **Picnic Potluck**

1. Choose a theme. It can be anything the Coordinator(s) choose(s). If it is a Flower Show year, it could be the Flower Show theme.
2. In June and July circulate a signup sheet with food categories and suggestions, e.g., starters, salads (pasta, potato, Jello, veggie, fruit), bread and rolls, condiments, desserts, beverages (5 gallons). The church provides ice.
3. The Club provides napkins, plates, and plastic cutlery.

4. The Club provides supplies for those who wish to clean their dishes before taking them home.
5. Utensils (serving spoons, tongs, etc.) are available in the church kitchen or can be brought from home. Church items used must be cleaned and put away.

## **INSPIRATION**

**OVERVIEW:** Coordinator provides a reading/poem/quotation related to gardening as a centering moment at the beginnings of the monthly meetings.

Tasks include:

1. Read a short inspirational, non-religious message (such as a poem or quotation) related to gardening at the beginning of the General Meetings. It should be limited to twelve lines.
2. Lead the Pledge of Allegiance at General Meetings.
3. Get a replacement if you are unable to attend the meeting.

Time commitment

- Attend General Meetings
- A few hours each month that meetings are held

Special skills needed

- Research skills for finding appropriate readings
- Communication skills

## **MEMBERSHIP**

**OVERVIEW:** The membership coordinator oversees all activities for the management of the membership tasks needed for the club and those required by GCFP.

Tasks Include:

### **General**

1. The Coordinator should ideally have the assistance of two other members at General Meetings.
2. Have informational handouts available for prospective members who come to meetings.

3. If a guest has attended two meetings in a year a committee member shall tactfully suggest that the individual join the Club.
4. All resignations should be reported to the President, Treasurer and Newsletter Editor in writing (email).

### **At the meeting**

1. Maintain attendance sheet and have it available for “signing in” at each meeting.
2. Staff membership table with at least one person until the start of the business meeting.
3. Provide name tags for members and guests.
4. Suggest guest(s) sit at the guest table with volunteer members.
5. Introduce guests at the General Meeting at the request of the President. Also announce the number of members and guests attending the meeting
6. Have new members complete an information card or the application on the current Club handout. Note that new members can also join via the Club’s website.
7. Collect dues from new member(s) and give to the Treasurer for deposit.
8. Install new member(s). Appoint someone to do the installation if you are unable to attend.
9. Starting at the March General Meeting, give each member who has paid dues but has not received a membership card both a card and a yearbook. Keep a record of those who have received them. Remind them to put their name in the yearbook.

### **After the meeting**

1. If the new member has not completed an information card, prepare one for the hard copy membership file. Also maintain an electronic membership file.
2. Obtain a check from the Treasurer for the pro-rated amount of GCFP dues, if applicable, and send it and a completed Add Members form from the GCFP website to the GCFP officer in charge of new members.
3. Send a welcome letter including installation ceremony verbiage, an Adults Release Form for Publication and Website, an interest survey, and a self-addressed stamped envelope to the new member(s). Follow up if the release form is not returned in two weeks.
4. Resignations should be reported to the Membership COORDINATOR. Report those resignations and/or deaths of members to the GCFP using the Remove Members form on their website. Send an email with the resigned or deceased

member(s) information to the President, President Elect, Newsletter Editor, and Yearbook Chair.

5. Report address changes to the GCFP using the Member Change of Address form from the GCFP website. Also inform the President, President Elect, Newsletter Editor, and Yearbook Chair.
6. Prepare an updated membership list for the Treasurer to send to the GCFP with the annual GCFP dues payment in May.
7. Mail a copy of the yearbook and a membership card to members who have not attended a meeting by June.
8. Place notice of annual dues deadline of December 31 in November newsletter. Collaborate with Treasurer on dues collection.
9. Many members pay dues in person, especially at the holiday luncheon. Give those who pay dues in person a membership card when receiving payment or record payment so that a card can be provided in March.

#### Time commitment

- Attend General Meetings and Board Meetings.
- Varies with number of members and changes and time of year, estimate is several hours per month

#### Special skills needed

- Organizational skills
- Communication skills
- Computer skills

## NEWSLETTER

**OVERVIEW:** The Newsletter Editor is responsible for the creation, preparation, and delivery of the Club's electronic newsletter.

#### Tasks include:

1. Set a deadline for receiving information from members for publication. Sometime after the Board meeting is usually good.
2. Receive information in writing, preferably by email. Copy and paste the information into the newsletter under the proper heading.

3. Compose newsletter, editing to make necessary corrections before printing. Add pictures from Internet sources, e.g., Google Images, to add interest to some of the various articles.
4. Collect pertinent information needed, ex: anniversaries, birthdays, cards and flowers, etc. Proofread newsletter before distribution.
5. Most members receive the newsletter by email. For members without email, send copies by postal mail.
6. Before the General Meeting date, send email copies to members with email addresses. Keep an up-to-date list of members who have email and add new members as they join.
7. Send copies to others (e.g., District Director) as directed by President or Board.
8. Submit receipts for expenses to the Treasurer for reimbursement (e.g., stamps, envelopes, printing costs).

#### Time Commitment

- Attend Board and General Meetings
- Time is required throughout the month, collecting, sorting, and preparing items for publishing, generally one hour or more per each session before the newsletter is published.
- Total time per month is approximately six to eight hours and depends on the length of the newsletter and which features are being highlighted.

#### Special skills needed

- Computer skills
- Proofreading skills
- Good communication and organizational skills

## PARLIAMENTARIAN

**OVERVIEW:** Provides guidance during Board and General Meetings where it is necessary to follow Roberts Rules of Order and Emmaus Garden Club By-Laws and Standing Rules for certain activities.

#### Tasks include:

1. Give opinions on parliamentary law according to the *Robert's Rules of Order*, newly revised 12<sup>th</sup> edition.

2. Follow the Club's by-laws when there is a conflict with Robert's Rules of Order.
3. Review Club's by-laws annually to be consistent with the by-laws of the Garden Club Federation of Pennsylvania and National Garden Clubs, Inc.

#### Time commitment

- Attend Board and General Meetings
- Varies depending on the individual's familiarity with Robert's Rules of Order and Club's by-laws and Standing Rules of Order.
- A few hours each year to review consistency of by-laws. The review should be completed by September or October so that recommended changes can be made to membership, and amendments can be voted upon in November. This timing is needed for inclusion of changes in the following year's yearbook.

#### Special skills needed

- Knowledge of Robert's Rules of Order
- Knowledge of Club's by-laws and Standing Rules of Order
- Communication skills

## **PUBLICITY**

**OVERVIEW:** The coordinator is responsible for publicity for club activities.

#### Tasks include:

1. Provide the public with information concerning Club meetings by notifying local newspapers using the write-ups from the Club yearbook.
2. Send information to newspapers by electronic mail two to three weeks before the publication date.
3. Keep an electronic copy of each email sent. Share with whoever requests them.
4. If the Club is having an event and desires newspaper coverage and possibly a photographer, the person who is working on the event should contact the Publicity Coordinator.
5. Currently (2025) information about meetings is sent to:
  - [news@mcall.com](mailto:news@mcall.com) for the Morning Call Go Guide Calendar
  - [dgalbraith@tnonline.com](mailto:dgalbraith@tnonline.com) for the East Penn Press, Salisbury Press Community Calendars, and Emmaus column

### Time Commitment

- Attend General Meetings and Board Meetings.
- A few hours each month to send emails to the newspapers

### Special skills needed

- Computer skills
- Communication skills

## WEBSITE

**OVERVIEW:** Responsible for the design, maintenance, information, updating, and security of the club website.

Tasks include:

1. Provide Emmaus Garden Club members and others with information about club meetings and programs by posting it on the Emmaus Garden Club website.
2. Post information about EGC events, such as garden tours, field trips, etc. on the website.
3. Post photos from our monthly meetings.
4. Post anything appropriate related to gardening, nature, or environmentally friendly items.
5. Post photos of plants and flowers (especially from our horticulture exhibitions) and gardening tips.
6. Posting EGC award winners.
7. Write articles as needed to post on the website.
8. Research and resolve technical issues if needed (this can take hours in a given month)
9. Check security thorough out the month
10. Remove any unwanted or inappropriate posts.
11. Invite others to join us and contact us.

### Time commitment

- Four to five hours a week to keep website fully secure and updated.

- Attend General Meetings.

Special skills needed

- Computer skills including knowledge of websites and web design
- Communication skills

## YEARBOOK

**OVERVIEW:** The Coordinator leads the process for the development, data collection, design, and publication of the annual yearbook.

Tasks include:

1. Refer to the GCFP manual on awards for guidelines of that they are looking for in yearbooks in order to make yearbook more competitive.
2. Throughout the year, maintain a file of information to be used when preparing the next year's yearbook. Examples are the Club's newsletters, District newsletters, and *Keystone Gardener*.
3. Gather information from officers, committee Chairs, and Coordinators about any changes in leadership, changes to Club projects etc. Give contributors a due date.
4. Gather information from state, CAR-SGC, and national websites, such as officers and their contact information and District meeting dates.
5. Update Club information that changes an activity, such as meeting dates. Add notes if meetings are not held on the first and third Tuesdays of the month (for example, Election Day). Add the past president, deaths and book donation information, etc.
6. Add new members and remove deceased members and those who have not renewed their membership. Change addresses, phone numbers, etc. as needed. Update the telephone tree for those members who do not have email. Do not include members who cannot attend meetings on the telephone tree.
7. Replace clip art and quotes with appropriate new ones.
8. Using information from the Program Committee, edit or write descriptions of programs. Forward the descriptions to the Publicity Coordinator.
9. Discuss cover art with others and use garden-related original art or photography done by a member. The printer (currently Perkiomen Valley Printing, Inc.) can scan or photograph the images.
10. Revise page layout if pages are added or deleted.
11. Have the President and a few other individuals proofread the draft. Make suggested changes and corrections in the electronic file.
12. Send final electronic files to the printer when the yearbook is complete. For yearbook distribution at the March general meeting, this should be by early February. Agree to a due date with the printer.
13. With the President, determine the number of copies needed. Keep in mind that a yearbook is given to each president at the District meeting and to the Director and Assistant and perhaps others (approximately 15).
14. Pick up the completed yearbooks and check one for quality.

15. Give the yearbooks to the Membership Coordinator for distribution to members. Provide a copy to the Awards Chair if an application for an award is being submitted.

#### Time commitment

- Attend General Meetings. Attend Board Meetings as needed.
- Approximately 50 hours devoted to yearbook organization and composition from November to February.

#### Special skills needed

- Computer skills
- Communication skills
- Writing skills
- Knowledge of elements of design and layout
- Attention to detail

## YOUTH PROGRAMS

**OVERVIEW:** The Coordinator is responsible for club activities relating to youth in the Emmaus community.

#### Tasks Include:

1. Work with local groups to plan youth activities. This could be an event at a park, the library, etc.
2. Events should be educational and fun. Learning about butterflies and making seed balls are examples.
3. Have someone arrange for photos and an article in the local paper.
4. Send the photos and article to the Club's Newsletter Editor and provide it to the Awards Coordinator if appropriate.
5. Give a short oral report at meetings.

#### Time commitment

- A few hours each month when activities are planned
- Attend General Meetings. Attend Board Meetings as needed.

#### Special skills needed

- Organizational skills
- Communication skills
- Ability to relate to children

## PARLIAMENTARY GUIDELINES

### FOR THE PRESIDING OFFICER

**As Presiding Officer**, you shall keep order, expedite the business of the Club, and see that the rules are enforced. To perform these duties, it is important that you know the fundamental rules of National Garden Clubs, Inc. and the By-Laws and Standing Rules of the Club.

The Presiding Officer should be at the meeting place well before the scheduled meeting start time. The Presiding Officer ensures that comfortable, adequate rooms are provided for all meetings. The microphone should be checked for operation before the meeting starts. Copies of the Agenda should be available for all who request one. In addition to the Presiding Officer, a Secretary needs to be in attendance to conduct business.

**The Agenda should be prepared carefully.** Consult with the Parliamentarian about the correct sequence if necessary. If any unforeseen point arises during the meeting, consult the Parliamentarian. Declare a short recess to find the right answer if necessary.

**Start the meeting on time** – never more than 10 minutes past the scheduled start time. Request that members and guests stand for the Pledge of Allegiance.

**It is the duty of the Chair** to make all questions before the assembly perfectly clear, take the vote, announce the result, and then announce the next business in order. To be sure a question is clear to everyone; the Chair can always ask certain members for their opinions and/or to explain a question more fully.

**A motion is a formal proposal that involves the topic under discussion.** It can be as simple as “I move that we add a break to the schedule” or as complicated as “I move that we rewrite the constitution.” A motion is always needed when funding is involved, such as if unbudgeted items are to be purchased or paid for, dues are to be raised, etc.

**Affirmative and negative votes and abstentions** must be taken on all motions. A motion is not complete until the negative and abstention votes have been taken and the results stated by the Chair. *General Consent* is used to save time in cases where there seems to be no opposition in routine business or on questions of little

importance. It is useful to adopt a motion or to take action without even the formality of a motion.

**As a general rule**, it is best for the Chair to avoid expressing opinions on pending questions. If you feel you need to take either side on a controversial question, you should call your President Elect (or next ranking officer) to take the Chair before you speak, and not resume the Chair until the question has been VOTED UPON. If you appear to be an advocate of one side, you cannot expect the other side to consider you an impartial judge in deciding a point of order affecting the pending question. The same is true in voting. It is wiser for you to vote only when the vote is by ballot. You MAY vote to break a tie, but notice that the word is May, not Shall.

## **Emmaus Garden Club By-Laws**

### **ARTICLE I - Name**

The name of this organization shall be "Emmaus Garden Club."

### **ARTICLE II – Objectives**

The objectives of this Club are to stimulate the knowledge and love of gardening; to aid in the conservation and protection of natural beauties of native trees, plants, wildflowers, and birds; and to promote interest in the art of flower arrangement through study and exhibition.

### **ARTICLE III – Meetings**

Meetings shall be held on the first Tuesday of each month except January and February.

The meeting date may need to be changed if it falls on a holiday, e.g., July 4 or if there is a conflict with the schedule at the meeting place, e.g., Election Day.

### **ARTICLE IV - Officers and Committees**

The elected officers shall be a President, a President Elect, a Vice President, a Recording Secretary, a Corresponding Secretary, and a Treasurer who shall constitute the Executive Committee. The Executive Committee, together with the Chairs of all Standing Committees, and the Immediate Past President, shall constitute the Board of Directors.

### **ARTICLE V – Membership**

Section 1. Membership in the Emmaus Garden Club is open to all regardless of gender, age, race, ethnicity or religious affiliation. Any person who is interested in the objectives of this organization shall be eligible for membership upon payment of annual dues. Formal installation shall be at the same meeting where dues are paid or at the next General Meeting the member can attend.

Section 2. Starting as of 1998-2000, past presidents will not be exempt from paying dues. An appropriate Garden Club gift not to exceed \$50.00 will be presented at the end of the President's term.

## **ARTICLE VI - Election**

Section 1. In the odd-numbered year, at the Board meeting in September, the Board of Directors shall appoint a committee of three to nominate officers for a term of two years; the first member appointed shall be the Chair of this committee.

The Nominating Committee shall make its report and shall call for any other nominations from the floor at the General Meeting in November, at which time nominees will be voted upon. The officers shall be elected to serve for two years. They shall be installed at the December General meeting.

Section 2. No officers of the Club, except the Treasurer, shall be eligible for the same office for more than one consecutive term.

Section 3. No officer of the Club shall hold more than one office in a two-year term. For example, no one may be President and Treasurer at the same time.

## **ARTICLE VII - Duties of Officers and Board of Directors**

Section 1. The President shall appoint Chairs of all standing committees, except the Nominating Committee, shall preside at all Board and General meetings, and shall be an ex-officio member of all committees, except the Nominating Committee. The President shall represent the Club at the Garden Club Federation of Pennsylvania meetings and the District II/III meetings. Expenses incurred by our delegates at meetings, as mentioned, shall be subject to budget regulations.

Section 2. The President Elect, in the absence of the President, shall perform all the duties of the office.

The President Elect shall review the Manual for Officers and Committee Chairs annually and make any changes needed with the approval of the Board of Directors.

The President Elect is expected to assume the position of President at the end of the two-year term as President Elect.

Section 3. The Vice President, in the absence of the President Elect, shall perform all the duties of the office and the duties of the President in the absence of both. The Vice President shall also be the Program Committee Chair.

Section 4. The Recording Secretary shall keep the minutes of the Board and General meetings. The Board Meeting minutes shall be sent to the Board members electronically; the General Meeting minutes shall be sent to all members electronically. A copy of the Board and General Meeting minutes shall be available at the Board and General Meetings. The Recording Secretary shall keep a hard copy of Board and General Meeting Minutes.

Section 5. The Corresponding Secretary shall attend to the correspondence of the Club.

Section 6. The Treasurer shall keep an account of all receipts and expenditures and shall pay bills. The Treasurer shall also prepare for the annual audit and prepare the annual budget.

Section 7. The President shall appoint three members to annually audit the Treasurer's reports using bank statements and checkbook registers.

Section 8. The Board of Directors shall conduct the business of the Club.

Section 9. New Standing and/or Special Committees shall be approved by the Board of Directors.

## **ARTICLE VIII – Dues**

Section 1. Dues shall be payable at the December meeting. Delinquent members will be notified prior to December 31, and any member failing to pay by December 31 shall forfeit their right to membership.

Section 2. All resignations from Club membership shall be sent to Treasurer in writing.

## **ARTICLE IX – Miscellaneous**

Section 1. If the Club disbands, all assets remaining after payment of debts shall be distributed to one or more charitable organizations which the membership shall designate, and which is approved by a two-thirds affirmative vote.

Section 2. Notification of the membership shall be in writing at least 30 days prior to the vote.

Section 3. The By-Laws may be amended only at a General meeting after notice has been given to the members. No amendments shall be adopted except by a two-thirds vote of those present.

**(Amended May 1971, May 1976, Feb. 1979, May 1997, May 2000, May 2001, Sept. 2005, Sept. 2006, Nov. 2007, Nov. 2018, Nov. 2022)**

## **Emmaus Garden Club Standing Rules**

- Annual dues are \$30.00.
- At least one Flower Show shall be held during each Administration.
- Invitation to place entries in non-federated Garden Clubs shall be accepted by the Emmaus Garden Club.
- Membership yearbooks shall be given to the District II/III Director and Asst. Director and the Presidents of District II/III Garden Clubs at the first District II/III meeting of the calendar year.
- The Standing Rules may be changed by a majority vote at a General meeting.
- The Parliamentarian shall give opinions on Parliamentary Law according to Club By-Laws, then by Roberts Rules of Order, newly revised. Club By-Laws or opinion should not conflict with State and National Garden Club By-Laws.
- The Cards, Flowers, and Books Chair's responsibility shall be to reach our membership regarding illnesses, infirmities, concerns, and deaths.

(Revised – 2009, Nov. 2022)