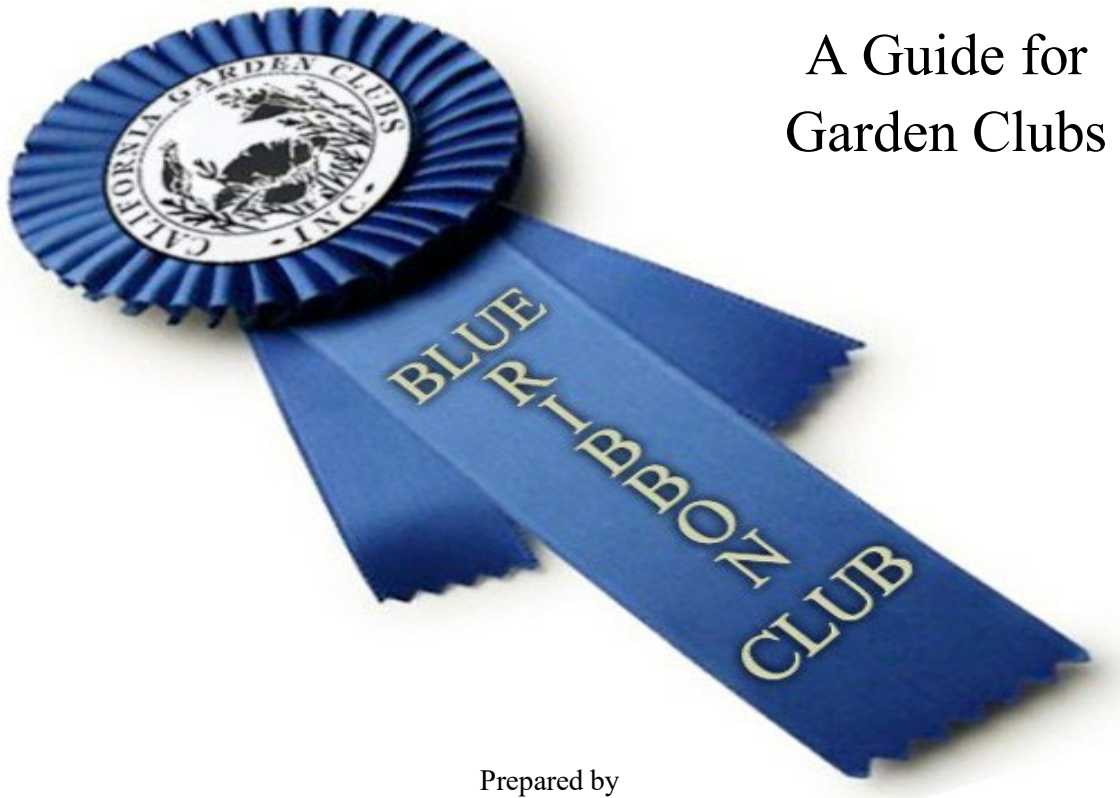


Blue Ribbon Achievement

A Guide for
Garden Clubs



Prepared by

California Garden Clubs, Inc.



Updated June 2025

Table of Contents

Forward	3
Guidelines for Club Presidents.....	4
New Members Only section on website	4
Awards	5
Bylaws & Standing Rules.....	5
Chairmen – CGCI.....	5
Chairmen – Club	6
Commendations	6
Consultants.....	6
Convention	6
Districts	7
Group Tax Exemption Program.....	8
Flower Show Judges Councils	8
Installations	9
Insurance (Liability)	9
Insurance (Directors & Officers)	9
Life Memberships.....	10
Meetings – Club	10
Meetings – District	11
Members – Club	11
Microphone.....	11
Procedures/Guidelines	11
Programs & Speakers	12
Publications	12
Scholarships.....	13
Schools – NGC Educational Opportunities	13
Theme for Your Term	13
Websites	13
Yearbook – Club.....	13
Yearbook – District	14
Yearbook, Manual & Roster – CGCI	14
Parliamentary Procedure & Protocol.....	14
Tips.....	15
Month by Month	17
Garden Club Structure.....	19
What is CGCI?	19
CGCI Membership.....	20
CGCI Districts	21
What is the Pacific Region and NGC?	22

FORWARD

The title, **Blue Ribbon Achievement**, refers to the award, *Blue Ribbon Certificate of Achievement*, the most prestigious designation that indicates the garden club participates in and fulfills the objectives of CGCI and National Garden Clubs, Inc. (NGC), and demonstrates that it is a well-rounded garden club which has many diverse activities and projects — all for the good of the community.

This edition of **Blue Ribbon Achievement** was compiled from many printings of material on the subject, including the very first edition of “How To Be A Blue Ribbon President” (April 1997) by the then CGCI Membership Chairman Virginia Bennetts, who later became CGCI President (2001-2003). Several others are to be thanked for their “guidance, input and advice”: Mrs. George Daiber, Mrs. Maurice Dillingham, JoAnn Gould, Jeanny Graham, Hoberley Schuler, Mary Tebo, Julie West and Pat Claves.

Please keep in mind that this manual is simply a guide for garden clubs — consult your club’s **bylaws and standing rules** for dates and procedures which may be specific to your own club. Different clubs have different policies and practices...some are dark during the summer months, while clubs in the mountain clubs meet during the summer and are dark during the winter (due to unfavorable weather conditions). Some club presidents serve for two years, while others serve for one year. And some clubs have their own procedures and timing for certain items.

If you have questions, you can always call upon your district director or any CGCI board member for assistance. We want your club to attain CGCI “Blue Ribbon Achievement.”

The CGCI Board of Directors



Mission Statement

California Garden Clubs, Inc. promotes gardening, floral design, civic beautification, environmental responsibility and the exchange of information and ideas.

www.CaliforniaGardenClubs.com

GUIDELINES FOR CLUB PRESIDENTS

From CGCI *Yearbook*

A club president assumes the duties of the office with dignity; it is an honor to represent the club in its various fields of endeavor. A president should be familiar with the more general rules of parliamentary law and with the club's bylaws and standing rules; should plan to attend all district meetings and the CGCI Convention. Club presidents receive complimentary copies of the CGCI *Yearbook*, *Manual and Roster* and of NGC's quarterly publication, *The National Gardener*.

1. A joint meeting of both retiring and incoming officers may be called for the purpose of transferring procedure books and bank signature cards plus discussing items of business and club projects. This helps maintain continuity where long-range programs are affected.
2. Provide the district director with information specific to the district, i.e. club meeting dates, special events etc.
3. Appoint as many club chairmen to coincide with district chairmen as possible and send their names and addresses to their district counterparts so information may be channeled to the clubs through these chairmen.
4. Club meetings should be carefully planned to achieve variety and points for the Blue Ribbon Certificate of Achievement.
5. Club meetings should follow an agenda for which a quorum of members must be present. All business is introduced by means of a "motion." Until a motion is made and seconded, there can be no discussion or debate on a subject.
6. Minutes are the official record of club activities. Minutes may be written in many forms, but should always be correct. Only actions by the club, not what was said in the discussion, are recorded. The record should state the maker of a motion but need not name the member who seconded the motion. The result, whether passed, lost or referred to committee, should be recorded. A president should receive a copy of the minutes prior to the next club meeting to aid in the preparation of the agenda and as a reminder of any unfinished business recorded.
7. A written report, briefly listing the accomplishments and continuing activities of the club, should be sent to the District Director to aid in preparing reports for the CGCI meetings. The club should retain a copy for its files.
8. Expenses incurred in attending CGCI meetings are the personal responsibility of a president. Clubs are encouraged to budget funds to help defray these expenses.
9. Publishing a club yearbook is encouraged. It may include a membership roster, club meeting dates with expected programs and speakers, dates of local, district, state, regional and national events, etc. A copy should be sent to the District Director, CGCI President, Vice-Presidents and a copy entered for the Club Yearbook Award.
10. Club newsletters, electronic or hardcopy, may be published monthly, bimonthly or quarterly. They are an invaluable informational tool for the members. A copy should be sent to the District Director, CGCI President, Vice-Presidents and *Golden Gardens Editor* and entered for the Publications Award.

Effective May 1, 2025:

- There is a NEW "**Members Only**" section on the website. It is password protected.
- The president(s) and treasurer(s) of each organization will have direct access to **THEIR** organization's record.
 - Each president and treasurer will be assigned a Username
 - On the first log in they will create a password to access their organization's record.
- The **TREASURER** will be designated as the **PRIMARY/BILLING CONTACT**
 - **Exception:** If there is no treasurer or the individual has no email the **President** will be the designated **primary contact**. If a club has co-treasurers, one will be designated as the primary contact.
 - Why the treasurer? This officer is responsible for paying dues and in most cases submitted the updated contact information.
- Once logged in the **PRIMARY CONTACT** will be able to:

- review/update the **Organization's official** information as well as information for each **Individual** (this replaces the Contact Information Form)
 - NOTE: Updates submitted IMMEDIATELY update the record. No waiting!
- **PAY DUES**
 - Submission of the dues form creates a printable confirmation page (to be mailed with your check) and generates a confirmation email sent to the primary contact.
- The presidents and treasurers **NOT** designated as PRIMARY/BILLING CONTACT will log in
 - to review/update their PERSONAL information as needed at any time during the year.
- In addition, the “Members Only” section contains a variety of NEW online Directories with information similar to that contained in the *CGCI Yearbook, Manual & Roster*.
 - Examples: List of member organizations (both alphabetically and by district) with contact information; List of CGCI Board members searchable by position or name.
 - The District Directors will have access to these directories so it is important to ensure the information is kept up to date.
 - **These directories are restricted to those with password access only.**

NEW: EFFECTIVE JULY 1, 2026: All dues are payable on July 1 and **delinquent on July 15. A late fee of \$25 will be charged if postmarked after July 15.** If dues are not paid by August 1, clubs and associate plant societies become ineligible for participation in the liability insurance program or the awards program. Clubs become ineligible to participate in the Group Tax Exemption Program (GTEP)

AWARDS

CGCI, Pacific Region and NGC offer awards. The awards are listed in the *CGCI Yearbook, Manual & Roster*, which CGCI makes available to each club president. There is also an online version that can be downloaded, saved or printed. Familiarize yourself with the awards. Ask the district or CGCI awards chairman about the awards program and for help if you need it. Most clubs should be able to apply for at least one award — *The Blue Ribbon Certificate of Achievement* — and many apply for and win numerous awards. Some awards are for clubs, others for individuals in the club. What awards may be appropriate for your club? Meet with your club awards chairman to decide.

Deadlines for Awards: (check CGCI website and *Yearbook, Manual & Roster* for updates and Youth Awards)
Most Awards have December 1 as the deadline. Check each Award for specific deadline date.

BYLAWS & STANDING RULES

Read and know your club’s Bylaws and Standing Rules and refer to them often. Do the bylaws need to be updated? If so, appoint a bylaws committee to study this and bring any recommendations by this committee to your Executive Committee before presenting the proposed changes to the entire membership. Check with the CGCI Governance Chairman and GTEP Chairman for compliance. Refer to the current copy of *Robert’s Rules of Order, Newly Revised*.

CHAIRMEN — CGCI

CGCI offers many benefits and services through its numerous state chairmen and officers. State chairmen are chosen for their knowledge, interest and ability in a particular field and may be available without charge for programs about their chairmanships. Contact the CGCI President to volunteer to serve as a Chairman. Chairmen are members of the CGCI Board. State chairmen will also provide additional material and assistance upon request. See a current list of chairmen in the *CGCI Yearbook, Manual & Roster* and in the **online Directory (NEW)**.

CHAIRMEN — CLUB

- Chairmen and the parliamentarian are usually selected by the president. Refer to your club's bylaws.
- Appoint responsible chairmen — people on whom you can rely on to do their jobs thoroughly and effectively.
- Be sure chairmen know exactly what their duties are when you ask them to serve on the board (and before they accept the chairmanships). They must be willing to do what is expected of them. It makes a difficult term of office for the president if the president must take up the slack for someone who is not doing his/her job.
- Be wary of those who may have been doing the same job "forever." Sometimes the person can get into bad habits. It may be a good idea to ask new members to take over a chairmanship; a new person can bring much enthusiasm to things others may be tired of doing. The new members will also have a chance to get acquainted with other members more quickly, and the new person's zest will inspire others.
- If a long-time chairman needs to be "eased out" of doing the same job for several years, the president should consider offering them a new job before appointing someone new to the position.
- Each chairman should have written procedures/guidelines for their position (e.g., yearbook, youth activities, flower show etc.) If none is available, have one written by the previous chairman or ask other club presidents in your district for examples.

COMMENDATIONS

- **Long-Service Certificates:** Clubs wishing to honor members who have given twenty (20) or more years of service to NGC garden club(s) may request a certificate from the Certificates Chairman. Submit the name of the recipient, number of years served, date of presentation, club and district. Allow four (4) weeks for delivery. Clubs wishing to show appreciation to members with fewer years of service may download a special certificate from the website.
- **Member Award of Distinction:** An opportunity for clubs and districts to honor their members. An application form is available from the website or the Member Award of Distinction Chairman. Remit completed form and a \$50 fee, payable by check to CGCI; a certificate and pin will be sent for presentation to the honoree, allow four (4) weeks for processing. Proceeds from this award benefit the Educational Publications Fund.
- **NGC Certificates of Commendation #5105:** Club presidents wishing to show appreciation to members who have given invaluable service may order these certificates from NGC Member Services. A package of ten certificates for \$7.50 (plus shipping and handling) is available. Use MasterCard or VISA. NGC Headquarters, 4401 Magnolia Avenue, St. Louis, MO 63110-3492; telephone 800-550-6007; or email headquarters@GardenClub.org.
- **Business Commendations:** CGCI is pleased to help clubs honor businesses that support their activities and objectives. Certificate and a letter of thanks from CGCI are available for businesses that are nominated and approved. Information about the Business Commendation Program, as well as application forms to obtain a Business Commendation Certificate, is on the website or available from the Business Commendation/Participating Sponsors Chairman. Commended businesses are automatically eligible to become part of the CGCI Participating Sponsors Program.

CONSULTANTS — NGC

NGC has a number of Environmental, Gardening and Landscape Design Consultants who reside in California. These consultants may be available for programs and assistance.

CONVENTION — CGCI

If at all possible, you should attend the CGCI annual convention, which is usually held in June of each year. Each club is entitled to vote on important issues, and the number of the votes from each club are dependent upon the number of paid club members — See CGCI Bylaws, Article XI, Section 4.

- While attending convention, you will start networking with other club members, presidents and district directors from around the state. You will meet state officers, chairmen and other presidents and get a feel for the overall composition of CGCI. You will learn and receive inspiration from the officers, chairmen, presidents and other garden club members from around the state.

- You will be able to attend meetings, programs and workshops and find out firsthand how CGCI works, the people who comprise it and your part in it. Convention meetings, programs and workshops are enjoyable, plus they are good learning experiences. You will walk away from convention feeling enthused and ready to take on the role of leadership with a wealth of wonderful information and ideas for your club.
- The convention meetings with like-minded individuals from throughout the state is inspiring. Attendance will help build confidence; and by discussing your concerns and problems with others, you will find real solutions for difficulties you may experience in your garden club.
- Visiting the Awards Room at convention will give you a great overview of the goals and objectives of CGCI. There you will find all the material which clubs, districts and individuals have sent to CGCI for projects during the previous year — some will have won blue ribbons, others red, yellow or white ribbons. This is the place to learn how an award-winning entry is created. If your club has never entered the awards competition, this might be the time for you to think about entering. See “Awards Section” for more information.
- In the exhibits room, you will find exhibits by various chairmen, some with important handouts for you to bring back to your club members.

DISTRICTS

- The purpose of the district is to interpret and expedite CGCI’s projects, objectives and programs to club members.
- District directors are a resource for club presidents, helping with problems, defining CGCI procedures, etc. Your district director may attend your meetings to help solve your problems when you ask him/her to do so.
- Each club is a member of a district. The club president is a member of the board of directors of your district. You have a vote at all district meetings.
- Club Presidents are expected to attend all district meetings and to encourage club members to attend. If unable to attend, appoint a representative to attend in your place. One of the main purposes of the district meetings is to keep you informed and help your president do a good job.
- District [and CGCI, Pacific Region and NGC] activities should always be reported to your club membership.
- Copies of your club yearbook and newsletters should be sent to your district director, CGCI President, Vice Presidents and *Golden Gardens* Editor.
- At district meetings, club presidents should be prepared to give a short report (varying in length from one to three minutes) on the happenings of your club. [varies from district to district]
- Have a handout of upcoming events to distribute to each club in the district.
- Your club may be asked to host a district meeting. [This requirement varies from district to district.]
- Give copies of newspaper publicity to the district historian (if your district has one).
- Provide the district director with information specific to the district, i.e. club meeting dates, special events etc.
- Inform your district director throughout the year of any changes on your board.

GOLDEN LEGACY SOCIETY

The Golden Legacy Society has been created to acknowledge the contributions of those individuals who have included CGCI in their estate plans. Gifts, large and small, are important and welcome. A charitable bequest can help protect and maintain CGCI for generations to come by providing for the future and will be used to inspire others to pursue and achieve the objectives of the corporation. The Golden Legacy Society allows CGCI to acknowledge, and express thanks, for a gift; it also serves as a philanthropic example encouraging others to contribute.

GROUP TAX EXEMPTION PROGRAM (GTEP)

CGCI can now grant qualified member clubs full non-profit 501(c)(3) with the IRS and the State of California under the CGCI Group Exemption. NOTE: PARTICIPATION IN THE GROUP TAX EXEMPTION PROGRAM IS NOT AUTOMATICALLY INCLUDED WITH CGCI MEMBERSHIP. A club must apply to be included in the program.

- To qualify for inclusion in the group exemption, member clubs must agree to follow the guidelines required by the IRS and successfully complete the application process administered under the supervision of the CGCI Group Exemption Chairman and CGCI Financial Consultant. Group Exemption status is renewable each year thereafter.
- Donations made to clubs which are included in the CGCI Group Exemption may be deducted by donors as charitable contributions on their income tax returns.
- Bequests, legacies, devises, transfers or gifts are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Sections 2055, 2106 and 2522 of the Code.

To qualify, your garden club must:

- be federated as a member club and carry on the mission of CGCI.
- have been ratified as a member of CGCI and have one or more objectives in common.
- be a member of a CGCI district
- be subject to, and participate in, CGCI's general supervision and control.

In addition, *according to the IRS, to qualify, your club must:*

- have complied with the IRS requirement to file an annual information return or electronic notice [the *e-postcard* Form 990-N] for tax years beginning in 2007 and subsequently.
- The Pension Protection Act of 2006 mandated annual reporting by non-profit organizations.
- The IRS has begun to revoke the tax-exempt status of organizations that failed to file for three consecutive years.
- be exempt under the same paragraph of IRC 501(c)(3) as CGCI
- In other words, your club must qualify for tax exemption as an *educational and charitable organization*, having objectives and activities that are the same as those of CGCI. The MAJORITY of activities must be educational. (Flower shows, speakers, tours and the like are all "educational" activities.)
- have club bylaws, which include the required IRS language
- have articles of association/affiliation mirror with CGCI.
 - This is a form your club needs to read, discuss and agree to.
- use the same accounting period as CGCI. (July 1– June 30)
- maintain a detailed description of the purposes and activities of your club, including the sources of receipts and the nature of expenditures.
- This description of activities shows that the majority of your club or district activities are educational.
- renew this information with CGCI by FEBRUARY 1 of each year.
- have an authorized officer of your club give permission on the appropriate form to CGCI IN WRITING, each year by February 1, that states your club wants to be included in the CGCI Group Tax Exemption Program for the next fiscal year.
- Visit CGCI's website or contact the CGCI Group Exemption Chairman for complete information.

FLOWER SHOW JUDGES COUNCILS – must be a NGC Accredited Flower Show Judges to be a member

- Judges are available, free of charge, to judge club flower shows.
- Offer a mileage allowance for gasoline for the judges who drive a long distance.
- An inexpensive but memorable gift may be given to each judge.
- Always provide refreshments for the judges.

GRANTS

Both CGCI and NGC offer grants from time to time for a variety of projects. Check the CGCI and NGC websites, *Golden Gardens* and *The National Gardener* for more information.

INSTALLATIONS

- The president-elect has the privilege to invite the installing officer to the club's installation. Invite the person of your choice to perform your installation. It is usual practice to ask someone of stature (the district director, a former district director, a state officer or chairman, or a beloved senior member or former president of your own club).
- The day you are to be installed, the meeting will be conducted by the outgoing president. The gavel will be turned over to you at the close of the installation ceremony, and you will then take over the meeting and close the meeting. A short speech at that time may be in order — thanking all outgoing officers and the outgoing president for their services to the club during the past year(s).

LIABILITY INSURANCE (GENERAL)

- The CGCI Master Liability Insurance Plan is an option available to qualifying CGCI clubs and associate plant societies only. Affiliates are not eligible. Membership dues to CGCI must be current for a club or associate plant society to be eligible to purchase the insurance. The insurance premium is an additional fee, separate from membership dues.
- This insurance provides protection for the insured club, and those who volunteer on behalf of the insured club, for their legal responsibility for bodily injury or property damage to others due to an occurrence while they are volunteering (including legal costs and claims settlements). Normal activities include flower shows and sales, meetings and regularly scheduled conventions. If you are unsure if an activity is covered, contact the Liability Insurance Chairman.
- When meetings or events are held at a home or commercial venue, the respective owner has primary liability. This exposure may be added to the CGCI insurance by purchase of an Additional Insured Certificate. There is a per occurrence limit of \$1,000,000 and a \$2,000,000 aggregate limit shared by all of the insured CGCI Clubs. The Liability Insurance coverage is not available to clubs or societies that own real estate or have primary use of, or responsibility, for gardens.
- Due date for payments is January 15 of each year. An additional late fee is due when the insurance payment is received after January 15. Make checks payable to CGCI (Insurance in memo line) and mail to the Liability Insurance Chairman. Insured clubs will receive a Certificate of Insurance for the insured year shortly after the first of March, which runs from February 15 to February 15 of the following year. A full year's premium will be charged new and returning clubs even though their coverage may be less than one year. There is no pro-rating of premiums.
- Additional Insured Certificates may be purchased for an additional charge. Make sure the addresses are correct, especially zip codes. If the certificate is returned to the insurance broker by the U.S. Post Office because of an incorrect address, you will be charged another certificate fee to have the certificate rewritten.
- Qualifying clubs and associate plant societies may apply for the low-cost CGCI liability insurance. The annual insurance rate is per member (with a minimum premium applicable). The rate is set annually at Fall Board.
- The cost of the additional insured certificate of insurance is per certificate. This insurance is for owners of property on and in which clubs hold events so the property owners are also covered under CGCI's policy. See CGCI website for more information or contact the CGCI Liability Insurance Chairman.
- Forms MUST be completed in full. Failure to do so may cause a delay in the issuance of the club's policy until all information is disclosed.

LIABILITY INSURANCE - DIRECTORS & OFFICERS (D&O)

- This is NOT General Liability. D&O protects against liability for wrongful acts or alleged wrongful acts. Only incorporated clubs with 501(c) status are eligible. Who is insured includes the nonprofit entity, any past, present or future directors, officers, trustees, volunteers or any member of any duly constituted committee of the insured entity. Your club must be a member in good standing with CGCI with no litigation history or pending litigation.

- Current coverage includes \$1,000,000 shared aggregate limit of liability, including defense with \$2,000 per claim retention. The annual premium is not subject to prorating, and the annual policy period is February 15 through February 15. Contact McDaniel Insurance Services at 1-800-400-7288 for more information and visit CGCI's website for an information brochure.

LIFE MEMBERSHIPS

- **CGCI Life Member:** Purchase of a CGCI life membership may be used as an honorarium, or individuals may purchase their own. Application forms are available from district directors or download from CGCI's website. These donations support the CGCI Scholarship Program and are fully tax deductible. Current donation is \$100, and recipient receives a Life Membership Certificate. Make check payable to CGCI and mail with completed application to CGCI Life Memberships Chairman. Life members of clubs continue to pay state and district dues.
- **Pacific Region Life Member:** Application form is available from district director or download it from website. All donations support the scholarship program and are fully tax deductible. The donation is \$40 and includes a pin. Make check payable to Pacific Region and mail with completed application to CGCI Life Memberships Chairman.
- **NGC Life Member:** The donation is \$200, partially tax deductible and entitles recipient to a lifetime subscription to *The National Gardener*. Application form is available from district director or download it from website. This contribution is divided equally between the NGC Scholarship Program and the NGC Permanent Home and Endowment Fund. Make check payable to NGC and mail with completed application to CGCI Life Memberships Chairman.

MEETINGS — CLUB

- Arrive early for club meetings.
- Have a written agenda (see sample Order of Business under Parliamentary Procedure & Protocol).
- Presidents should plan the agenda ahead of time from the minutes of the previous meeting. The recording secretary should give a copy of the minutes to the President at least one week prior to upcoming meetings. Use these minutes to assist in the planning of the next meeting, starting with "Unfinished Business."
- The agenda may include timing notes on the side of the agenda. Keep track of the time and do not let the meeting wander or get off track. You will not lose your audience if the meeting is well-paced and on time.
- Make copies of the agenda and place the copies on the table where members sign in, along with copies of the minutes from the previous meeting, unless already distributed by mail or email.
- It is also a good idea to have an inspiration at the beginning of each meeting. Assign members at the beginning of each club year to read the inspiration.
- It is a good idea to recite the Pledge of Allegiance to the Flag of the United States of America at the beginning of each meeting (provided there is a flag). Assign members at the beginning of each club year to lead the Pledge of Allegiance.
- Appoint a door hostess to greet new members or visitors. You may want to assign a longtime member as a "big sister/brother" to a new member to serve as a mentor. This longtime member will make the new member feel welcome and introduce the new member to others in the club.
- Every chairman need not report at each meeting. Have chairmen report only if they need to report.
- Use the services of the parliamentarian. He/she is to give advice and inform you of the proper way to handle each situation. Have Robert's Rules of Order, Newly Revised at all meetings and use it. In Robert's Rules you will find proper procedures, how to bring order to the meeting and ways to help run the meeting smoothly.
- Have the program speaker introduced on time. It is impolite to have him/her waiting while business is being finished or cut into the time the speaker has been allotted. It is better to interrupt the meeting to have the program (and after the program, finish the meeting). Good planning and timing will prevent these problems.
- When the meeting is finished, stand at the door to say goodbye and thank members and guests as they leave.
- This is especially important if you have new members or visitors who have come for the first time. The visitors may be thinking about joining!

- Invite your district director to at least one meeting a year. At that time, he/she should be honored by being seated at the head table and by being greeted at the door. Someone should be designated to welcome him/her upon arrival. This should also be done with any VIP or speaker for the club program. You may need to designate a parking space for this person if parking might be a problem.

MEETINGS — DISTRICT

Club presidents are on the board of directors of your district and should plan to attend every meeting or send someone from your club in their place. These meetings are important because they bring information from CGCI to the clubs. The district director is your liaison with CGCI happenings and can keep you informed. He/she can also step in to help with club problems and make suggestions for solving them.

MEMBERS — CLUB

Get to know the club members and what they want and expect to get from attending club meetings. Appointment to a committee can help get members acquainted with other members. Most new members are very enthusiastic and willing to participate.

MICROPHONE

- How to use:
- Step to the microphone.
- Adjust microphone.
- Don't speak to someone nearby within pickup range of the microphone.
- Collect yourself and then begin.
- Speak loudly, clearly and slowly.
- Speak into the microphone.
- Do not wander on and off or go out of range by turning your head.
- Repeat any question presented to you from the floor (as some in the back of the room may not have heard the question).
- Practice with the microphone before the meeting and know how close you need to be.
- Keep strictly to time limits.

PROCEDURES/GUIDELINES

- If not already available, create WRITTEN procedures/guidelines which will help the next president — what to do and when to do it. Include CGCI and District deadlines, i.e., dues deadlines, to whom dues should be sent, liability insurance payment deadlines, special events for calendars, etc.
- Refer to CGCI's *Yearbook, Manual & Roster* for Guidelines for Club Presidents.
- Much of the information can be obtained from your district director, who is the liaison between your club and CGCI. He/she will be a wealth of information for you and will be happy to get you started.
- During the year, remind your executive committee members and chairmen to update their guidelines.

PROGRAMS & SPEAKERS

- The best way to recruit new members and keep old members is by having interesting and vital programs.
- Remember that good speakers get booked early! Ask your district director for a list of potential speakers. Invite CGCI board members to meetings to speak about their chairmanships and projects. Many are willing to travel or may be willing to send information about their chairmanships.
- Obtain input from club members as to what interests them — take surveys. If programs do not appeal to members, the club will lose attendance.
- A questionnaire or survey is a good tool for getting input from the members for their interests in programs which you may want to present during your term. You may want to see if members are interested in hands-on workshops, tours, flower arranging, particular types of horticulture, etc.
- CGCI chairmen, officers, associate plant society and CGCI affiliate members may be available to provide programs for club meetings.
- Be willing to try something new. You have been elected president, so put your own spin on the organization — avoid listening to those who say negative things like, “We’ve never done it that way.” At the same time, bear in mind that you are serving the club and its members, not pushing your own agenda.
- Try to balance the programs equally with topics which coincide with the aims and objectives of NGC and CGCI.
- Offer some workshops during the year. Plan them as an entire program or a separate special event.
- NGC’s Member Services Catalogue has many program ideas available.
- Have a greeter for your speaker or other official guest, as sometimes you may be unavailable to greet the speaker/guest yourself. Have the greeter meet the speaker/guest at the door. All club members should treat the speaker/guest as a VIP (Very Important Person).
- Invite district officers and other clubs in the district if your club is planning an outstanding/unusual program or special speaker. This should be done at least two months ahead of time.

PUBLICATIONS

- ***Golden Gardens*** is the official publication of CGCI, is an online, monthly publication. It offers a variety of articles on statewide activities, club, district, Pacific Region and NGC information and topics such as horticulture, floral design, landscaping etc. The official CGCI calendar and NGC educational programs (Environmental Studies, Flower Show Schools, Gardening Studies and Landscape Design) are included. Members are invited to contribute by sending club and district news, dates of club events and feature articles of interest to garden clubs to the Editor.
 - *Golden Gardens* is FREE. As club president, you will automatically be added to the mailing list.
 - Members wishing to subscribe can do so via the subscription form on the CGCI website.
- **NGC’s *The National Gardener*:** Every club president receives a complimentary copy of *The National Gardener*, NGC’s quarterly magazine that connects NGC to the regions, to the state garden clubs, to the districts, to the member garden clubs, and finally to the individual garden club member. Share your copy with club members at each meeting. Encourage your members to subscribe.
 - Subscription forms are available on the NGC website: www.gardenclub.org
- **Pacific Region’s *WACONIAH*:** The official regional publication which brings news from Washington, Alaska, California, Oregon, Nevada, Arizona and Hawaii. It is distributed FREE electronically.
 - Go to [WACONIAH Issues](#)

PUBLICITY

Whenever your club holds important events, send a press release to your local newspaper and invite the public. Start out by writing: “XYX Garden Club, a member of California Garden Clubs, Inc.” . . . And at the end of the article, mention when and where your club meets and contact information. Most newspapers prefer press releases sent to them via the internet. Appoint a member to be in charge of sending press releases.

SCHOLARSHIPS

Check the appropriate websites for information.

- CGCI Scholarships — available to junior and senior college students plus graduate students
- NGC Scholarships — available to junior and senior college students plus graduate students

SCHOOLS — NGC EDUCATIONAL OPPORTUNITIES: There are four (4) educational programs of study established by National Garden Clubs, Inc. Any garden club member or a non-member may attend the programs upon paying the registration fee. With successful completion of the program, only garden club members may become an NGC Accredited Judge/Consultant. The program of four courses may be sponsored by a club, district, council, or CGCI. Contact the CGCI Educational Studies Chairman for information.

- **Environmental Studies Schools** — A four-course program for garden club members and the general public for the promotion and conservation of natural resources, environmental awareness and knowledge.
- **Flower Show Schools** — A four-course program to educate garden club members and the general public about showing and judging horticulture and floral design.
- **Gardening Studies Schools** — A four-course program for garden club members and the general public developed to stimulate an interest in horticulture and to further the art of gardening.
- **Landscape Design Study Program** — A four-course program for garden club members and the general public to promote awareness and understanding of the principles and theories of landscape design, site planning and landscaping, as well as the ordinances, zoning restrictions and codes developed by government agencies for good land use development.

THEME FOR YOUR TERM

Choose a theme and plan the year around that theme. You may want to title each meeting with a takeoff on your theme. If your theme is “A Blooming Garden the Year Around,” you could have “Winter Blooms,” “Wildflower Blooms in the West,” “Blooming Birds and Butterflies,” or “Floral Designs with Exotic Blooms from Australia,” and so on.

WEBSITES

Districts and clubs may have a website. Websites should be updated regularly. Look at your website(s) and inform the webmaster of anything which your club may wish to place on the website, e.g., meeting dates, flower shows, garden tours, field trips, etc. Inform your members about other club events in your district and surrounding districts. You never know who may want to attend.

- **www.californiagardenclubs.com:** This is the official website of CGCI. It is a valuable tool for clubs. Check the website regularly. Let your club members know of important items which may be of interest to them which are on the website. Check the CGCI Official Calendar for educational opportunities around the state. Clubs are invited to list their special events (which are open to the public) on the website.
- **www.pacificregiongardenclubs.org:** This is the official website of the Pacific Region of NGC. Clubs are invited to list their special events (which are open to the public) on the website. NGC Schools are listed on the website, as well as other very valuable information, including awards and scholarship information.
- **www.gardenclub.org:** This is the official website of NGC. NGC Schools are listed on the website, as well as the NGC store and other valuable information, including grants, awards and scholarship information.

YEARBOOK — CLUB

- Appoint a reliable and computer-literate member to create the club’s yearbook.
- Check the final version before printing for accuracy of spelling and numbers and to make sure that it measures up to your standards.
- The club yearbook should contain all pertinent data of the club, including: Name of club, town, state, year, number of members, affiliated organizations (district, California Garden Clubs, Inc., Pacific Region, NGC and other organizations), club officers, club membership roster with complete mailing addresses

(including 9 digit zip codes) and telephone numbers (with area codes).

- The yearbook should also contain the names and addresses of your District Director, CGCI President, Pacific Region Director and NGC President and a calendar of events of District, CGCI, Pacific Region and NGC events.
- Regarding the club calendar of events, clubs should hold at least seven meetings per year. Supply the date, location/address and time of the meetings. Include the speaker's name, qualifications (title), program title and a brief description of the speaker's program. List workshops, fundraisers, flower shows, plant sales and field trips/tours.
- List both continuing and new projects. Give brief description of the projects: who benefits, the location, how the community benefits, how members are expected to participate, chairmen, etc.
- List donations made by the club (the amount, in-kind donations, to whom, sale of CGCI and NGC products (Vision of Beauty calendars, CGCI three-year calendars, etc.).
- For more information, see *CGCI Yearbook, Manual & Roster* or refer to the CGCI website under Awards for the Yearbook Evaluation Form.

YEARBOOK — DISTRICT

Refer to your district yearbook often (which you will receive from your district director usually in the fall).

YEARBOOK — CGCI

- This is a valuable tool for you to use. Refer to it often.
- Your district director will receive your copy of the complimentary *CGCI Yearbook, Manual & Roster* at the CGCI Fall Board Meeting. You will receive your yearbook from your district director. Additional copies may be purchased through the CGCI Yearbook Chairman.

PARLIAMENTARY PROCEDURE & PROTOCOL

Parliamentary Law is common sense used in a gracious manner. Rules of Parliamentary Law are designed to expedite business and protect the minority while enabling the assembly to express its deliberative sense on the question before it. Parliamentary Law should be the servant, but not the master. It should be used as a guide, not a whip.

ORDER OF BUSINESS

Call to Order
Invocation (if desired)
Pledge of Allegiance
Inspiration (if desired)
President's Welcome, followed by Introductions
Roll Call (if desired)
Reading and approval of the Minutes (if circulated, may be approved as circulated or distributed)
Treasurer's Report (place on file)
Bills for Approval (to save time, may be presented by Treasurer)
Executive Committee and other Officer Reports
Special Committee Reports
Standing Committee Reports
Unfinished Business
New Business
Program — Presiding Officer (the president) introduces Program Chairman who presents the program
Announcements
Adjournment

GUIDELINES & DEFINITIONS

- Call to Order: The Chairman (President) opens the meeting by saying, "The meeting will come to order."
- Invocation, Grace or Inspiration: Invocations are presented prior to the Pledge, inspiration after the Pledge. Invocations are not applauded but inspirations may be. It makes a smooth beginning for the president to ask the members to "rise for the invocation, given by _____, and to please remain standing for the Pledge of Allegiance, led by _____."

- Pledge of Allegiance: If on the platform, the Flag should be placed to the president's right when you face members. And, while giving the Pledge of Allegiance, you turn right, face the flag and place your right hand over your heart, ungloved.
- Reports: The president, as chairman of the meeting, says the following:
 - Secretary's Report: "The Secretary will read the Minutes." "Are there any corrections to the Minutes?" If there are no corrections (or "no further corrections"), "The minutes are approved" (or "approved as read," or * "approved as corrected").
- Treasurer's Report: "May we have the Treasurer's Report?" After the Treasurer's Report, "The Treasurer's Report will be "filed."
- Executive Committee Members' Reports, Chairmen's Reports, etc.: "The next business in order will be the report" of the Executive Committee Members (officers), committees, and so on through your agenda. Remember, not every officer or Chairmen needs to report at every meeting.
- Unfinished Business: "The next order of business will be Unfinished Business. [Do not use the term "old business."] This should not be announced unless the minutes show that there is pending business from the previous meeting. If a question was pending when the previous meeting adjourned, the chairman of the meeting (the president) might begin by saying "Under unfinished business, the first item of business is the . . . which was pending when the last meeting adjourned."
- New Business: "The next order of business will be New Business."

MOTIONS:

- Business is brought before the club by the motion of a member. A motion is a formal proposal by a member in a meeting, that the assembly take certain action.
- How a motion is brought before the assembly:
 - A member makes the motion, "I move that . . ."
 - The president, as the chairman of the meeting, states, "Is there a second?"
 - Another member seconds the motion: "I second the motion."
 - If there is no second, the president states, "The motion is not seconded. The next item of business is . . ." [No second is needed if this is a recommendation from a committee.]
 - If seconded, the president states the exact motion and indicates that it is open for debate. "It has been moved and seconded that ... Is there debate?" The president then turns to the maker of the motion to see if he/she wishes to be assigned the floor.
 - After debate, the president puts the question: "Are you ready for the question? The question is that . . . All those in favor, please say 'Aye.' Opposed, 'No.' The 'Ayes' have it and the motion is carried." [Or "The noes have it and the motion is lost."]
- It is not difficult to learn how to state and put questions, to learn the order of precedence of the various motion, which motions are debatable, those that cannot be amended and those that require a 2/3 standing vote. It will give you poise and confidence to know that you are saying the correct thing and using the correct patter — and members expect that from the president.

TIPS

1. A president who remains cool, courteous and impartial, while some others are quite expressive, can nearly always keep an assembly under control.
2. As presiding officer, it is your duty to keep order, to expedite the business of the assembly and to see that rules are enforced. To perform these duties, be familiar with the fundamental rules of parliamentary law, the bylaws and standing rules of your club. Keep a copy of Robert's Rules, Newly Revised with you and refer to it when necessary.
3. Be at the place of the meeting well before the designated time. A good presiding officer is never late! Start your meetings on time, never wait longer than ten minutes.
4. Carefully prepare your agenda with the bylaws and standing rules on your desk.
5. Avoid the use of "I" during meetings. Refer to yourself as "The President" or "Your President."
6. When processing a motion, never try to avoid debate by hurriedly stating or putting the question.
7. Remember that the club may recess for lunch, recess for dinner — recess until all business has been taken care of and then the club "adjourns."

8. Do not rush a business meeting or it may appear that action is being railroaded.
9. The club president should set an example of courtesy. To control others, it is necessary to control yourself.
10. The president organizes, delegates and supervises but does not interfere and is always impartial.
11. Discourage talking and inattention when reports are being given. It is important for the officers to be attentive to reporting members.
12. Don't wisecrack . . . It might be misunderstood.
13. Make notes on your agenda. It is better than blanking out and keeps you from going off on a tangent.
14. Do not hesitate to ask someone else for an opinion.
15. Do not let the meeting drag. Otherwise, it may appear that you are unsure of yourself or of a situation.
16. Use your protocol chairman even for small meetings. It is good practice and ensures smooth procedure for you.
17. For your own protection, put everything in writing and get everything in writing. Those telephone calls late at night should be backed up with a letter for your files. Keep copies of everything.
18. Keep a notebook beside your telephone to jot down notes of conversations.
19. When thanking a committee chairman, thank him/her for the REPORT OF THE COMMITTEE, not his/her report.
20. Answer all mail promptly and impress this necessity upon your officers and chairmen.
21. In signing letters, type "Mary Jones, President" and then sign your name above the typing.
22. If the assembly becomes noisy, pause and ask them, "Will the members please come to order?" Always be in control.
23. It requires tact to keep harmony and firmness to see that rules are followed. You must be impartial and just, putting the welfare and wishes of your club above your personal desires.
24. If you don't have email, ask a reliable member to use their email for important messages from your district and CGCI.
25. Remember to invite (in writing) your district director to a club meeting, at least once during his/her term.
26. Send copies of your club newsletters and yearbook to your district director and to the CGCI President, Vice Presidents and *Golden Gardens* Editor, if possible. And do not forget to send copies to CGCI for the Club Yearbook Award (G-2) and Newsletter Award (PR-2-2).
27. It is important to attend all district meetings and events. If you are unable to attend, send a club representative.
28. Make sure the club's CGCI dues and district dues are both paid on a timely basis and before they become delinquent. Suggest CGCI dues be paid before the September Fall Board Meeting so CGCI membership cards may be picked up by the District Director for your club members.
29. Consider honoring long time members with 20 or more years of service with CGCI Long-Service Certificates available for no charge from CGCI Certificate Chairman. See CGCI Yearbook, Manual and Roster for details.

SUGGESTED MONTH BY MONTH DEADLINES AND ACTIVITIES

May

- The club president should by **MAY 1**
 - Provide the district director with information specific to the district, i.e. club meeting dates, special events etc.
- If you have just been elected, you should be appointing members of your club to the various chairmanships, if you have not done so already.
- Programs, workshops and field trips tours for the upcoming year should be prepared. Your programs, workshops, and field trips tours chairmen and you should begin working on these at this time. Remember that good speakers and workshop leaders get booked early!
- Also, as president-elect, it is your privilege to invite the installing officer to the club's installation. Invite the person of your choice to perform your installation. It is usual practice to ask someone of stature — your district director, a former district director, a state officer or chairman, or a beloved senior member or former president of your own club.

June

- Attend the CGCI convention, if possible. Or send a delegate in your place.
- An "in/out" board meeting may be called to start planning the new club year that includes both incoming and outgoing officers and chairmen.

July

- Instruct the club treasurer to pay CGCI dues. Send a check payable to "CGCI" to the CGCI Membership Chairman. **Dues are payable on July 1.** Dues should be paid to CGCI for all members who pay dues to your club, including CGCI life members, honorary members, associate members of your club, etc. Refer to *CGCI Yearbook, Manual & Roster* for more information regarding CGCI dues.
 - **NEW 2025:** Dues payments and updates to contact information for Presidents and Treasurers and general organization information are now done via the Members Only section of the website.
 - **NEW EFFECTIVE JULY 1, 2026:** All dues are payable on July 1 and delinquent on July 15. A late fee of \$25 will be charged if postmarked after July 15. If dues are not paid by August 1, clubs and associate plant societies become ineligible for participation in the liability insurance program or the awards program. Clubs become ineligible to participate in the Group Tax Exemption Program (GTEP)
- Instruct the club treasurer to pay district dues if applicable. Send a check payable to your district to the district treasurer.
- Refer to your district's yearbook for more information regarding district dues.
- Your club yearbook chairman should be in the process of creating your club's yearbook for distribution at the August or September meeting. Before printing of the yearbook, you, as president, should carefully proofread it.

August

- If your club is dormant during the summer, this is a good time to hold another board meeting, to start the club year, ahead of the first meeting in September. If your club yearbooks are ready for distribution, these may be given to the executive committee members and chairmen at this time.

September

- Club Presidents will receive a complimentary copy of the *CGCI Yearbook, Manual & Roster* from their district director as well as any additional copies that were ordered and paid.
- If your club is dormant during the summer, this is the first meeting of the new club year.
- Club yearbooks are usually distributed at this meeting
- Send two copies of your club yearbook for the Yearbook Award — refer to *CGCI Manual, Roster & Yearbook* for details.
- Distribute material received from the district director, which he/she received at the CGCI fall board meeting, to club members or put the information in your club newsletter.
- Club treasurer is to make certain that CGCI dues and district dues have been paid. Dues are delinquent on October 1. After that time, your club will be ineligible to participate in the awards program, obtain liability insurance through CGCI or retain/obtain 501(c)(3) tax status through CGCI.

October

- Meet with your club's awards chairman to see what awards your club may be eligible to win. Most award deadlines are December 1 — e.g., the club yearbook award. Some clubs have an awards committee, as it is always advantageous to have "helpers" who may be learning the procedures and will be able to take over in the future.

November

- Check with your club's awards chairman as some award applications will be due on December 1.
- The club treasurer will receive insurance premium notices from the CGCI Liability Insurance Chairman (usually around November 1). If your club desires to purchase this insurance, the premium is due January 15. If premium notice is not received, contact the CGCI Liability Insurance Chairman.

December

- Award applications are due on December 1. See the Awards Manual for deadlines, application instructions, and where to mail each applied award.

January

- CGCI liability insurance premium payment is due on January 15 if your club desires to purchase this insurance.
 - If your club is planning to hold a flower show in the spring, now is a good time to purchase the additional insured certificate for the owner of the location, if needed. See CGCI website under "Insurance" for more information.

February

- Group Tax Exemption renewals due February 1. Send detailed description of the purposes and activities of your club, including the sources of receipts and the nature of expenditures, along with applicable renewal fee.
- You may need to appoint a nominating committee (if you have not already done so) for the nomination of new officers (check your club's bylaws for when to appoint the nominating committee). Many times a call for volunteers at a club meeting will suffice. As president, you are not part of this committee. The parliamentarian should meet with the members of the nominating committee to make sure that the members elect a chairman and explain the duties to the members. [The parliamentarian is not part of the nominating committee.]

March

- Some clubs hold elections in March — check your club's bylaws to see when this should take place.

April

- Some clubs hold elections in April — check your club's bylaws to see when this should take place.
- Your club should be planning to send delegates to the CGCI convention in June. The list is sent to the CGCI credentials chairman before the convention. In an election year, or if pending legislation is to be put before the body, the votes of your delegates are important. Each club is entitled to a certain number of delegates:
 - "Member clubs and associate plant societies shall be entitled to representation by the club president or alternate and additional delegates as follows: 25 members or less, one delegate; 26 to 50 members; two delegates; 51 to 100 members, three delegates; Increase one delegate for every 50 additional members or portion thereof." CGCI Bylaws, Article XI, Sec. 5.

GARDEN CLUB STRUCTURE

How does the vast information on gardening get to the individual members of a club such as yours? There is a bigger picture at work behind the scenes...and you are encouraged to become a part of it. The bigger picture is responsible for the sharing of knowledge and communication. CGCI wants you to understand how information trickles down from our national organization, National Garden Clubs, Inc. (NGC) to you individually in your club.

Your club President should attend all District meetings. There are several meetings a year. Every member of your club is welcome at these meetings. Your District is presided over by a District Director. Presidents and other members of the other clubs in your District attend. It is a wonderful way to get to know the activities and projects of neighboring clubs.

Your District Director, in turn, must attend State meetings. California Garden Clubs, Inc. (CGCI) meets three times a year: a Fall and Winter Board Meeting (where only District Directors and Chairmen are usually present) and the annual convention. The annual convention is for all garden club members, which we hope you will plan to attend. The communications from every garden club in California comes through each of the 26 districts represented at these meetings and is passed on to your President through his/her presence at District meetings.

And so it follows. Your state president, in turn, attends the Pacific Region Convention and the National Garden Clubs, Inc. meetings - a Fall Board Meeting and an annual Convention. Again, you are welcome to attend any of these conventions. NGC is 200,000+ members strong and comprised of more than 6,000 clubs. Do you begin to see the wealth of information that we as gardeners have the opportunity to share?

As a member in our organization, make the commitment to be a part of the bigger picture. Participate in your district. Attend our CGCI Convention. Volunteer for a small job in one of these organizations. Right from your garden club, we can make a difference in the quality of gardening everywhere.



WHAT IS CGCI?

CGCI stands for California Garden Clubs, Inc. It is the largest nonprofit volunteer gardening organization in the state of California. An affiliation of approximately 350 garden clubs and plant societies throughout the state, CGCI represents over 20,000 members. It was organized December 5, 1931 and incorporated May 18, 1936. CGCI is devoted to the development of all phases of gardening, the betterment and beautification of the community and the protection and conservation of our natural resources. CGCI has been a member of the National Garden Clubs, Inc. (NGC) since December 5, 1932.

CGCI members spend millions of hours learning about gardening and serving their communities each year. Garden club members work together to make the world a better place. How?

- Environmentally: CGCI promotes conservation of natural resources and environmental awareness. CGCI members have planted millions of trees over hundreds of acres and spread wildflower seeds along miles of highway and open space.
- Educationally: CGCI and member clubs annually award college scholarships throughout the state. The clubs sponsor courses in horticulture, environmental education, safe & efficient gardening, floral design, flower show judge accreditation and landscape design.
- Individually: CGCI members have fun learning together, sharing ideas and experiences and building friendships that last a lifetime. Their lives are richer for the benefit of membership in such a caring and worthy organization.
- Culturally: The collective energy and force of the large membership of CGCI enables the members to lend significant support to many projects throughout the state. In almost every community in California, CGCI members reach out to their neighborhoods by supporting public gardens, parks and playgrounds; directing and commending civic beautification projects; establishing and maintaining veteran memorials and Blue Star markers; sponsoring outreach programs for youth, the aged and garden therapy patients; encouraging civic development and community service.

MEMBERSHIP IN CGCI:

Once the membership application forms for CGCI and the District are received, the club, associate plant society or affiliate will be presented for ratification at the next CGCI board meeting or convention. These meetings are usually held in September, January/February and June. Any garden club, plant society or other organization having one or more of the objectives of CGCI is eligible for membership. No commercial enterprise or agency is eligible for membership. The president of each member organization will receive a complimentary CGCI *Yearbook, Manual & Roster* annually and automatically be added to the electronic mailing list for CGCI's *Golden Gardens*. Presidents, with the exception of affiliate presidents, will also receive a subscription to NGC's *The National Gardener*.

CLASSES OF MEMBERSHIP IN CGCI:

- **CLUB:** Pays annual dues per capita; belongs to a district; is eligible to apply for the Liability Insurance Plan and the Group Tax Exemption Program.
- **ASSOCIATE PLANT SOCIETY (APS):** Pays annual dues per capita; is eligible to apply for Liability Insurance; may belong to a district (but would be classified as a club). An APS is NOT eligible for the Group Tax Exemption Program.
- **AFFILIATE:** Pays annual dues of \$50; may belong to a district; is an organization with one or more of the objectives of CGCI. An affiliate is NOT eligible for the Liability Insurance Plan, the Group Tax Exemption Program or awards programs.
- **YOUTH:** Youth gardeners pay no dues.
- **LIFE MEMBERSHIP:** Honorary; requiring a one-time fee of one hundred dollars (\$100). Life members are not exempt from paying CGCI dues.
- **CIRCLE OF POPPIES:** Members are not exempt from paying CGCI dues. Established in 2005 to honor those who have given extraordinary length of service to CGCI. Membership confers a permanent position on the Board of Directors. Nominees to the Circle must be recommended by the Executive Committee and approved by the Board of Directors at any meeting. Members are not prohibited from holding chairmanships.

DUES (Please note changes effective in 2026.)

- **All dues are payable July 1 and EFFECTIVE IN 2026 delinquent July 15. A late fee of \$25 will be charged if postmarked after July 15. If dues are not paid by August 1, (2026) clubs and associate plant societies become ineligible for participation in the liability insurance program or the awards program. Clubs become ineligible to participate in the Group Tax Exemption Program (GTEP)**
- **A club or APS pays dues for all members, including** Life and Circle of Poppy Members.
 - NOTE: Clubs and APSs are required to pay dues for additional members on a periodic basis using the Dues Payment for Additional Members form in the Members Only section.
 - Make checks payable to CGCI and remit to the Membership Chairman.
 - **Groups with unpaid dues as of August 1 (2026) will be ineligible for Liability Insurance, for renewal in** the Group Tax Exemption program and for participation in the awards program.
 - Forms for payment of dues are available on the Members Only section of the website.
- Membership applications for new clubs may be obtained from a district director, the Membership Chairman or the website. Any garden club with the same objectives as CGCI may apply for membership. Return completed applications to the Membership Chairman with checks payable to CGCI.
- Membership cards will be given to district directors at the Fall Board Meeting for distribution to individual clubs and APSs.
 - Those APSs who are not members of a district will receive their membership cards by mail upon request.
 - Affiliates receive one membership card for their records

CGCI DISTRICTS



1. Humboldt
2. Top o' the State
3. Cascade
4. Plumas-Lassen
5. Mendo-Lake
6. Buttes
7. Golden Foothills
8. Luther Burbank
9. Sacramento River Valley
10. Bay Bridges
11. Diablo Foothills
12. Valley Lode
13. Bay Ocean
14. Santa Clara Valley
15. Central Coast Counties
16. Yosemite Gateway
17. Montana de Oro
18. Sequoia Foothills
19. Desert Empire
20. Channel Islands
21. San Fernando Valley
22. Greater Los Angeles
23. Arboretum
24. Costa Verde
25. Orange County
26. Palms to Pines
27. Roadrunner
28. Palomar



WHAT IS THE PACIFIC REGION OF NGC?

The Pacific Region is one of eight regions that make up National Garden Clubs, Inc., the largest volunteer gardening organization in the world. Pacific Region is comprised of Washington, Arizona, California, Oregon, Nevada, Idaho, Alaska and Hawaii.

Pacific Region of NGC Website: www.pacificregiongardenclubs.org



WHAT IS NGC?

NGC stands for National Garden Clubs, Inc. It is a non-profit educational organization with its headquarters in St. Louis, Missouri. It is composed of 50 state garden clubs and the National Capital Area with approximately 6200 member garden clubs. In addition, NGC proudly recognizes approximately 450 international affiliates from Canada to Mexico and South America, from Bermuda to South Africa, Australia and Japan, as well as approximately 50 National Affiliates within the United States.

THE PURPOSES OF NGC ARE:

- To coordinate the interests and activities of the state garden clubs with similar organizations in the United States and abroad.
- To aid in the protection and conservation of natural resources, to promote civic beautification and encourage the improvement of roadsides and parks.
- To encourage the establishment and maintenance of botanical gardens, arboreta and horticultural centers for the advancement of science, enjoyment and education of the public.
- To advance the study of gardening, landscape design, environmental issues, floral design and horticulture and assist deserving college/graduate students through scholarships in these fields of endeavor.
- To cooperate with other organizations furthering the interests of horticulture, conservation, environmental protection and beautification.

FACTS ABOUT NGC:

- The largest volunteer gardening organization in the world.
- It was founded in 1929.
- Is headquartered on grounds adjacent to the Missouri Botanical Garden in St. Louis, Missouri.
- Publishes *The National Gardener* (available by subscription); a yearly engagement calendar, *Vision of Beauty*; and many publications as a service to its members
- Offers Life Memberships.
- Annually sponsors National Garden Week (week beginning the first Sunday in June).

National Garden Clubs, Inc.

Headquarters: 4401 Magnolia Avenue, St. Louis, MO 63110-3492

Telephone: 314-776-7574/Fax: 314-776-5108

Email: headquarters@gardenclub.org

Website: www.gardenclub.org

Conservation Pledge

Adopted by National Garden Clubs, Inc.

I pledge to protect and conserve the natural resources of the planet Earth and promise to promote education so we may become caretakers of our air, water, forests, land and wildlife.
