

Policies & Procedures

As Amended May 2022

I. GENERAL

The Cape Fear Garden Club Inc.:

- The club year shall be June 1 - May 31
- Name cannot be used to endorse any product, commercial, tour, lecture, event or organization unless approved by the Executive Committee.
- Does not participate in partisan political activities.
- Membership Directory is available only when authorized by the Executive Committee.
- Each member is responsible for the confidentiality of the membership list. The list shall not be used for the purpose of advertising or solicitation. All members are expected to work together cooperatively and respectfully for the good of the Club and community.
- The Tax ID number, the Corporate Seal, and any and all copyrighted information belonging to The Cape Fear Garden Club Inc. may not be utilized without the express permission of the Executive Committee.
- Upon request of the President and/or Executive Committee, a Review Committee may be appointed to review new materials. Any change to established policy or procedures shall be approved by the Executive Committee.
- Does not pay for any member of the Executive Committee, except the President and 1st Vice President for reimbursement of District and State Meetings expenses.
- No expenditure of unbudgeted funds shall be authorized without the prior consent of the Executive Committee.
- Officers and Chairs of an incoming administration may take preliminary action necessary to the performing of the duties they will assume.
- Shall provide liability insurance coverage for officers (Added 2/2020).

II. MEMBERSHIP (Note By-Law Article III/Sections 1-8)

General

- The Cape Fear Garden Club has five membership categories: Active, Associate, Provisional, Emeritus and Honorary.
- Must be a resident of New Hanover County when applying and entering the CF GC. Members in good standing may reside outside the county after one year of service.
- Any member wishing to have their yearbook mailed to them should include \$3.00 in their annual due amount.
- Must maintain membership "in good standing" status by paying any required dues and meeting Club requirements specified under By Laws, Article III, Section 3.

Active

Dues for Active Members are \$85.00 payable by September 30th. When dues are not paid by October 31, the member will incur a \$20.00 late fee.

- Required to attend three General Meetings out of seven meetings a year.
- Required to sign-in at every General Meeting with the Registrar.
- Has the privilege of voting on any business before the general membership of the Garden Club.
- Has the privilege of nominating individuals for new membership, one per year, and is encouraged to mentor them for one year.
- Required to sit in a garden once over the three-day weekend, and provide cookies for The Ribbon Cutting & Azalea Queen's Garden Party®
- Will receive one non-refundable Azalea Garden Tour ticket each year.
- Required to actively serve on one department or committee annually; if one is not selected by the member, the Club will assign an active member to a department or committee annually.
- Active Membership shall be 300 members.

Associate

- Dues for Associate Members are \$95.00 payable by September 30th. When dues are not paid by October 31, the member will incur a \$20.00 late fee.
- Required to sit in a garden once over the three-day weekend.
- Will receive one non-refundable Azalea Garden Tour ticket each year.
- Has completed five (5) years of service as an Active Member.
- Not required to serve annually on a Department or Committee.
- Not required to attend General Meetings.
- By-Laws restrict Associate Members to 100 members.

Provisional

- Must pay dues.
- Must attend at least 3 General meetings.
- Must serve on a committee in addition to the New Member Committee.
- Must purchase an Azalea Garden Tour ticket and sit one shift in a garden during the Azalea Garden Tour.
- May not Chair a committee or serve on the Executive Committee.
- May attend both the Christmas Tea and May Luncheon Meeting.
- May vote.

Emeritus

- Emeritus members are eighty (80) years of age or have completed forty (40) years of service.
- Pay no CFGC dues.
- The CFGC does not pay state and national dues for Emeritus members, therefore any Emeritus member wishing to maintain the state and national membership must reimburse the CFGC Treasurer prior to these dues being paid to each organization.
- Maintain all the privileges of an Active member, except required meeting attendance and dues.
- May vote on any business before the general membership and nominate individuals for new membership.
- May attend the Christmas Tea and May Luncheon.
- By-Laws allow for unlimited Emeritus Members.

Honorary

- Individuals honored for exceptional service to the club.
- Pay no dues; have no meeting or committee requirements; no Garden Tour ticket purchase is required.
- May attend all General Meetings, Christmas Tea and May Luncheon as guests of the CFGC.
- Nominating process for new Honorary Membership is discussed in By-Law Article III/ Section 3/ Item D.

Membership Change Request

- A member may request to move their membership between categories anytime during the year but encouraged to do so by December 31st annually to allow for new members in January.
- An Active Member must have completed five (5) years of service in good standing before being considered for Associate Membership.
- All membership reclassification requests must be made in writing to the Membership Chair. (Note By-law Article III/Section 3/Item B)

New Member Application Process

- Active and Emeritus Members may propose an individual for membership throughout the year by completing an application form provided by the Membership Chair or located on the website.
- Application form must be signed by sponsoring member and include a letter of recommendation written by the sponsor along with a non-refundable \$20.00 application fee.
- New member applications are placed on file by the Membership Chair in the order in which they are received. Each are stamped and dated to reflect the date received.
- Applicants are proposed in January, voted on in February and inducted as Provisional Members in March for the period of one year.
- Approved applicants who cannot be invited for Active Membership due to numbers limitation in the by-laws have a Waitlist status and remain until the following January to determine their entry date for Provisional Membership.
- While in Waitlist status, applicants are kept up to date on Club activities and invited with their sponsors to attend a "get-to-know-you coffee", attend general meetings and public events and to sit in a garden with their sponsors or an Active member. On-going communication is provided by the New Member Relations Committee to keep applicants informed on Club activities and responsibilities of membership.
- Note By-Law Article III/Section 4 for additional information.

Reinstate Memberships

For nonpayment of annual dues and garden tour tickets:

- All requests must be made in writing to the Membership Chair, copying the President and Club Treasurer, within 60 days of final payment due date (December 15).
- All outstanding amounts must be paid in full.
- The Membership Chair will request reinstatement consideration to the Executive Committee at the next scheduled Executive Committee Meeting.

For renewal of previous membership within the Club:

- All members requesting re-entry into the Club must follow all the rules of a new membership applicant as discussed above in New Member Application Process.
- Note By-Law Article III/Section 5 for more information.

Transfer of Membership

Transfer of Membership within the Club classifications:

- Discussed above in Membership Classification Request.

Transfer of Membership from another Federated Garden Club:

- Written transfer request may be accepted throughout the year, accompanied by a \$10.00 fee, a letter of recommendation to the Membership Chair if the recipient is a current active member in good standing with the previous garden Club.
- The CFGC Membership Chair shall propose the new names for membership by a voice vote at the next scheduled Executive Committee Meeting.

Membership Information updates

- It is the responsibility of each member to maintain current membership directory information with the Computer Registrar. Information must include name, address and telephone numbers. An email address, where applicable, should be provided since more information within the Club is released by email for cost savings, efficiency and speed of communication. Members not having email will be provided all required information.

III. MEETINGS

Executive Committee

- Time and Location to be determined by President.
- Dates: Second Monday of September, October, January, February, March, April and May. November meeting is held on the first Monday of the month.
- No meetings in December, June, July, and August unless called by the President.

General Meetings

- Location: will be updated in the annual yearbook.
- Dates: meeting dates will be updated in the annual yearbook to reflect actual meetings dates for each year.
 - Horticulture & Arrangements for Judging: 9:00-9:15AM
 - Program set up & Committee Promotions: 9:00AM -10:00AM
 - Hospitality & Registration: 9:30-10:00AM
 - Meeting Called to Order: 10:00AM
 - Guests: New Hanover County residents, accompanied by a member, may attend 3 meetings per Club year.
 - Individuals currently on CFGC new member waiting list are welcome without charge and without attendance limitations.
 - In the event the Executive Committee, General Meeting, or Committee meeting cannot be held in person, an internet videoconference may be held. Refer to Article V in By-Laws for complete information.

Christmas Tea & May Luncheon. For members only.

Special Called Meetings (In Person & Email)

- Meetings may be called at any time by the President if all members are notified in writing five days in advance by email or mail for those not on email. An Agenda for the meeting must be provided with notice.
- A quorum must be maintained to proceed.

Quorums (Note By-Laws: Article VII/Section 1 & 4, Article IX and Article XIV)

- Executive Committee Meetings: Twenty members of the Executive Committee shall constitute a Quorum. In counting for a quorum and for voting at Executive Committee meetings, a Department or Committee Vice-Chair may represent that Department or Committee in absence of its Chair, provided advance notice is given to the Parliamentarian. (Revised 2/2020)
- General Meetings: 50 Active and Emeritus Members only.
- By-Law Revisions require a two-third vote for passage in Executive Committee & General Meetings.
- Associate Members are not allowed to vote.
- Proxy votes are not allowed.
- Videoconferencing see By Laws Article V Bullet 2.

Roberts Rules of Order, Newly Revised shall govern all meetings. A copy must be at all meetings.

IV. PROGRAMS

Content

- The Program Committee, chaired by the 2nd Vice President and the Department Chairs, determine the seven General Meeting Programs. The Chair can extend the invitation to join the committee to any committee chairs at her/his discretion.
- Program suggestions should be forwarded to the incoming 2nd Vice President by the end of May.

Honorariums

- Program speaker's fees are budgeted annually in the Club's approved operating budget.
- The budgeted funds are spent per speaker at the discretion of the 2nd Vice President.

V. BUSINESS (Note By-Law Article V/Section 1-4)

Order of Business (Executive Committee & General Meetings)

- Each Department and Committee chair should provide a written report to the President and Recording Secretary the Thursday prior to all Executive and General Meetings.
- Meetings will follow the order - Call to Order, Devotional, Pledge of Alliance & Program (General Mtg. only), President's Report, Officers' Reports, Department Reports, Committee Reports, Old/Unfinished Business, New Business and Adjournment.

Time Allotted

- Two minutes will be allowed per report unless otherwise approved by the President.

Contract, Agreement Submittal Process

- All binding documents must be reviewed and approved by the Oversight Committee prior to being presented to the Executive Committee.
- Submission to the Oversight Committee should be made at least ten days in advance of any scheduled Executive Committee Meeting to allow for review and modifications if required.

Budget/Operating Budget Restrictions

- The Budget Committee, chaired by the Club Treasurer, meets after the February Executive Committee Meeting to review all written requests for operating funds per department and committee for the next year.
- All written requests should include estimates, financial data and scope of work being considered and sent to the Club Treasurer prior to the February Executive Committee Meeting.

- The Budget Committee submits the proposed annual budget for review and approval at the March Executive Committee Meeting. Upon Executive Committee approval the budget must be presented to the General Membership no later than the April General Meeting.
- The approved Operating Budget must be adhered to.
- Any additional funds needed by the Club must be presented in writing to the Treasurer and approved by the Executive Committee prior to incurring any expenditure. Non-approved expenditures will not be reimbursed or paid by the Club.
- All reimbursable expenses must be presented to the Treasurer in writing with receipts and description of project prior to the end of May to be reimbursed based on the Club's calendar year and the restrictions of approved funds within a current year's budget.

VI. DUES

- **Active Member and Provisional's Dues are \$85.00 determined by the Executive Committee and approved annually with the budget.**
- **Associate Member's Dues are \$95.00 determined by the Executive Committee and approved annually with the budget.**
- **Emeritus and Honorary Members' dues are waived.**
 - The Cape Fear Garden Club, Inc. does not pay state and national dues for Emeritus Members. If Emeritus members would like to maintain their memberships with the North Carolina Garden Club or the National Garden Club then they must reimburse the Club Treasurer for these dues prior to the organization's dues deadline.

Deadline for receipt of dues

- Annual dues are due by September 30th.
- Past due notices will be emailed by the Club Treasurer following the October and November General Meetings.
- Members who have not paid their dues by October 31st will incur a \$20 late fee.

Loss of Membership

- Unpaid annual dues not received by December 15th will result in loss of membership. Any member losing her/his membership within the Club may request in writing within 60 days to be reconsidered for reinstatement upon receipt of all unpaid accounts to the Club Treasurer.

VII. DUTIES OF OFFICERS (Note By-Laws Article IV, VI, VII for more information)

General

- All Officers, Appointed Officers, Department and Committee Chairs at the end of their term shall pass their successor written information and guidelines pertaining to the duties of the office.

President

- Shall preside at all meetings and may serve on all departments and committees except the Nominating Committee.
- Shall appoint the following Executive Committee Officers: Chaplain, Historian, Librarian, News Director, Newsletter Editor, Parliamentarians, Photographer, Registrar, Department and Committee Chairs.
- Shall appoint replacement positions for all positions above plus Azalea Garden Tour Chair if a vacancy occurs.
- Receives, delegates, and responds to all Club communications received by mail or internet.
- Maintains a neutral and unbiased opinion on all aspects of the Club's activities.
- Shall sign all contracts and agreements on behalf of the Club after such contracts and agreements are approved by the Oversight Committee and the Executive Committee. (Added 2/2020)

1st Vice President

- Shall serve as Yearbook Committee Vice Chairman.
- Shall perform all the activities of the President in her/his absence and accompany the President to District and State meetings.
- Shall provide the equipment needs of the Executive Committee for the General Meeting location.
- Will set up the meeting space for all Executive Committee Meetings. Shall negotiate any new or renewal lease agreements for meeting locations.
- Will establish and confirm all meeting dates for Executive Committee Meeting, General Meetings, New Member Orientation and May Luncheon and copy the President and Yearbook Chair on these dates by June 1.
- Shall adhere to all the terms of lease agreements before, during, and after these events.
- Is responsible for the May Luncheon, excluding the flower arranging and program.
- Secures a member to conduct the installation of officers at the May luncheon.
- Shall serve as a member of the Budget Committee.

2nd Vice President

- Shall serve as the Program Chair and at her/his discretion invite Department Chairs to meet and discuss programs.
- Shall contact, organize and provide educational, interesting and relevant programs for the general meetings.
- Shall incorporate district, state and national garden Club subjects of interest.
- Shall contact, welcome, provide all necessary tools for each speaker and provide a copy of this information to the 1st Vice President prior to each General Meeting. Set up needs must be provided to the 1st Vice president at the previous Executive Committee Meeting
- Shall serve as a member of the Budget Committee.
- Shall serve as Awards Vice Chair for her/his year in office.

3rd Vice President

- Shall chair the Nominating Committee.
- Works closely with the four Members at Large to propose qualified individuals for the Executive Committee in February of each year.
- Shall work with Membership Committee to present a New Member Orientation.

Recording Secretary

- Shall take all Executive Committee, General Meeting, and special meeting minutes. She/he will copy the President and Parliamentarians for proofing and approval of documents. After corrections are completed, the minutes will be placed on file in a three-ring binder maintained by the Recording Secretary during her/his term in office.
- Shall maintain the current year's minutes plus the two previous years' approved minutes at all meetings and bring those minutes to all Executive Committee meetings.
- All motions are to be read or provided in writing, as on file, upon request.

Corresponding Secretary

- Shall provide written correspondence for the Club such as: thank you, get well, and sympathy notes and report monthly on this correspondence at the Executive Committee Meeting and subsequent General Meeting.
- Shall write all new member announcements and mail immediately after acceptance.
- Shall provide written invitations to the Honorary Members for the Christmas Tea and May Luncheon.

Treasurer

- The Treasurer shall be bonded by the Club.
- The Treasurer shall submit books to be audited yearly. The type of audit to be determined.
- Shall receive and pay all bills in association with the Club Assistant Treasurer.
- Shall maintain all bank accounts of the Club.
- Shall report at the Executive Committee and General Meetings on all financial aspects of the Club monthly.
- Shall collect all CFGC dues and pay any state and national dues owed by the Club and work closely with the Membership Chair and Computer Registrar on maintaining a current membership roster.
- Shall chair the Budget Committee meeting.

Assistant Treasurer

- The Assistant Treasurer shall be bonded.
- Shall assist the Club Treasurer as needed.
- Shall serve as a member of the Budget Committee.

Appointed Officers

Chaplain

- Shall provide devotions at all Club meeting

Computer Registrar

- Shall maintain a current membership directory consisting of the members name, address, telephone numbers, email address, spouse name and date of entry into the Club.
- Shall distribute email communications and the newsletter to the membership per the request and approval of the President.
- Shall provide a corrected year-end directory to the 1st Vice President for use in the printing of the Yearbook.

Historian

- Shall maintain a bound documentation of all the Club's activities and news releases within a year (June 1 to May 31).
- Shall complete this work prior to the Awards submission deadline and submit the document for judging annually.
- Upon receipt of the judged document being returned to the Club she/he will provide the document for the Club to enjoy at two General Meeting then have the Librarian place it on permanent file at the New Hanover County Library.

Librarian

- Upon acknowledgement of a member's death, she/he will contact the New Hanover County Downtown Library to request a book to be placed in their memory.
- The Library should be provided a copy of the obituary, name and addresses of the family to whom a letter will be written acknowledging the gift from the Club.
- The book should reflect the interest of the deceased member and stay within budget determined by the approved annual budget. (Generally, under \$30 per book)
- Shall provide the Executive Committee with a copy of the Library's letter to the deceased members' family including title and author. Additional copies will be provided to the President, Recording Secretary, and Newsletter Editor for the Cape Fear Clippings and 1st Vice President to be included in the Yearbook the next year.
- Shall complete the state form acknowledging the death of a current member.

News Director

- Shall be the public spokesperson for and Chair of the Media and Communication Committee.
- Shall approve all news releases of the Club activities and work with the media.
- See Media Committee.

Newsletter Editor

- Shall provide "The Cape Fear Clippings" newsletter seven (7) times a year to the entire membership. The newsletter will include all corrections to the yearbook, directory changes, and current news for the members.
- All information for the upcoming clippings issue should be to the editor by the Executive Committee Meeting. The newsletter is released to the printer 24 hours after the end of the meeting.

Parliamentarian

- Shall attend all Executive Committee Meetings and General Meetings.
- Shall apply the rules of parliamentary procedure according to Robert's Rules of Order Newly Revised.

Projectionist

- Shall accumulate and prepare information to be projected on screen at General Meetings.

Registrar

- Shall provide annual membership sign-in registration sheets and nametags for all General Meetings.
- Shall provide a copy of the sign-in sheets and an attendance recap at the end of each year to the incoming and outgoing Presidents, Recording Secretary for the minutes, Membership Chair and Treasurer.
- Shall greet and register all members and guests at General Meetings.
- Shall provide the Recording Secretary a written account of total attendance of members and guests at each general meeting. Guests list are composed of name of guest and member's name.

VIII. DUTIES OF DEPARTMENTS & COMMITTEES.

(Note: See By-Laws Article XI and XII for more information.)

General

- It is recommended that all chairs rotate on a three-year plan to allow new members to become more involved in the Club. A new chair should have been a co-chair or active on the department/committee prior to accepting the chair position.
- Each Department and Committee will be provided an annual approved budget. Requests for additional annual funds to the budget must be made in writing to the Treasurer prior to the February Executive Committee Meeting.
- Additional funds, non-budgeted, shall be requested in writing to the President and Treasurer at least five days prior to the next scheduled Executive Committee Meetings including an itemized list of estimated expenditures and scope of work.
- The Chair is required to attend Executive Committee Meetings, provide a monthly written report to the President and Executive Committee, and encourage involvement of committee members.
- The Department or Committee has one vote on the Executive Committee.
- The Chair is required to provide a written end-of-the year report to the President, 1st Vice President/Yearbook Chair, and Recording Secretary which includes "New and Continuing" Projects and budget information by the May Luncheon.
- All Officers, Appointed Officers, Department and Committee Chairs at the end of their term shall pass on to their successors written information and guidelines pertaining to the duties of the office.
- Each Department and Committee will consist of Chair, Vice-Chair, and members. The Chair position may be filled by two or more individuals ("Co-Chairs") when joint responsibility is appropriate as determined by the Department or Committee with consent of the President. Multiple Vice-Chairs may be appointed for a Department or Committee when necessary, to achieve purposes of that Department or Committee (Revised 2/2020).
- A Committee may form one or more Sub-Committees if warranted for the Committee's purposes and with consent of the President. A Sub-Committee shall have same structure as other Committees, except that the Sub-Committee Chair shall report to the parent Committee and shall not be a member of the Executive Committee. (Revised 2/2020).

Departments**Conservation Department**

- Shall educate members and the community in the conservation of our resources.

Flower Arranging Department

- Shall educate, train, and encourage flower arranging workshops, presentation and judging based on the rules of the district, state and national garden clubs.
- Shall recommend and assist in a Standard Flower Show at least once every five years in compliance with the rules of the Garden Club of North Carolina.

Garden Therapy Department

- Shall meet with seniors to provide companionship and simple crafts.

Horticulture Department

- Shall receive specimens at meetings and judge them.
- Shall award ribbons for winning specimens

Standing Committees**Arbor Day Committee**

- Shall recognize, support and encourage the planting of new trees and plant a tree on a day designated by the Garden Club.

Airlie Showcase Garden Committee

- Shall plant and maintain the designated garden space within the New Hanover County Airlie Garden property.

Awards Committee

- Shall be knowledgeable and encourage all officers, departments and committees to apply for district, state and national garden club awards based on the submission deadline of December.
- Shall maintain a list of all submissions; be responsible for assisting any members with their award documents and mailing (if necessary) and track award documents while at judging.
- The Chair will be responsible for returning all award documents to the proper party at the end of the year.

- The Chair will provide a complete list of awards winning recognition to the Yearbook Chair/1st Vice President to be inserted in the upcoming yearbook by June 15th. Information should include name of award and number, who submitted the documents, type of win, and brief description of the award.
- Shall familiarize themselves with all awards.
- Shall encourage any and every group/committee within the Club to apply for any and all awards for which they are eligible.
- A Committee that wins a monetary award shall be the recipient thereof.

Azalea Garden Tour Committee

- Shall organize and provide the Azalea Garden Tour during the annual Azalea Festival each year as the major fundraising event of the Club.
- Note By-Law Article XII/Section 5 for additional information.
- The Azalea Garden Tour Treasurer shall be bonded.

Azalea Garden Tour Funds Disbursement Committee

- Shall maintain and review applications and guidelines for grants and select eligible recipients.
- Shall present a list, with project information and amounts, for approval at the September Executive Committee and the general membership meeting.
- Shall disburse funds to recipients at the October meeting.
- Shall report to the club on the completion of projects and present signage to the grant recipient for the project.
- Will reserve a minimum of 10% of the net proceeds after standing grants are funded to be placed in a holding account. These funds will remain at the discretion of the Disbursement Committee and any future disbursements will be handled the same way the grants are currently approved: the Disbursement Committee would bring forward a recommendation to the Executive Committee and if approved would then go to the general membership for approval.

Battery Island Committee

- Shall work closely with NC Audubon Society to maintain safe habitats for the migratory birds in the area and assist NC Audubon Society in funding through education and the annual cruise in the spring.
- Shall support Audubon with cleanups and the planting of new plant material for habitats.

Beautification Endowment Committee

- Shall develop fundraising plans and coordinate with other Club fundraising events that benefit the Beautification Endowment.
- Shall promote and manage a variety of means by which interested citizens, businesses, and organizations can donate to the Endowment.
- Shall have a clear understanding of the North Carolina Community Foundation (NCCF) and their Charitable Giving Guide and maintain a close working relationship with the local NC Community Foundation representatives.
- Shall present selected recipient(s) for approval at the September Executive Committee and the general membership meeting.
- Shall recognize recipient(s) of endowment funding at the October general meeting.
- Shall direct NCCF to disburse funds to recipient(s) in October.
- Shall report to the Club on the progress and/or other completion of community projects and present signage to the recipient(s) for the projects.

Bees, Birds & Butterflies Committee

- Shall educate and encourage safe habitats for bees, birds and butterflies.

Budget Committee

- Shall provide an annual proposed budget in March and submit the document to the Executive Committee in March. The budget shall be approved by the Executive Committee and General Membership by the April General Meeting.
- All written submittals requesting budget amounts from departments and committees must be received by the Treasurer prior to February 1st. The Budget Committee, chaired by the Treasurer, meets following the February Executive Committee Meeting.

Civic Improvements Committee

- Shall encourage beautification projects within the community by working with local businesses, clubs, local and state agencies and developers.
- Shall encourage and acknowledge beautification projects through "The Beauty Spot Program" established in 2011.
- Shall encourage the planting of azaleas during "Plant an Azalea Week".

Development Committee

Gardening for Wildlife Committee

- Shall encourage, educate, and support activities that maintain healthy habitats for wildlife in the area.
- Shall support and encourage membership in the National Wildlife Federation and the certification of wildlife habitats. The committee shall maintain a current list of all Club members and their properties that have been certified.

Hospitality Committee

- Shall provide refreshments to the General Meetings, Christmas Tea, and special Club events.

Judges: Flower Arranging & Horticulture Committee

- Shall identify and encourage Club members to complete necessary qualifications to be a certified judge.
- Shall provide a written list of all district, state and national schools to the general membership during the Club year and encourage attendance.

- Shall organize and sponsor a Standard Flower show every five years. The Flower Show may be done in conjunction with other Federated Garden Clubs in New Hanover County.
- Committee shall strive to maintain five to seven qualified judges within the Club at all times.

Media and Communication Committee

- The News Director shall be the appointed public spokesperson for the Committee and shall provide all publication material to the media (television, print, and internet) for all Club activities.
- Shall provide all media for all the activities and functions of the Club, including but not exclusive of the Azalea Garden Tour.
- Shall maintain the Club's website, keeping it current.

Membership Committee

- Shall receive and maintain a current list of all proposed new members. Application forms should be available at all meetings for distribution upon request.
- All applications should be dated when they are received, placed on file and proposed in the order of receipt. Envelopes should be attached as confirmation of date received.
- Shall encourage members to reclassify themselves based on age, lack of attendance, or personal problems throughout the year by personal contact, telephone, email and newsletter, The Cape Fear Clippings.
- Shall be responsible for reviewing, recommending, and contacting members prior to December 1 to consider membership reclassification based on the Registrar's Sign-in Sheets & Recap and prior to the first reading of proposed new members at the January Executive Committee Meeting.
- Shall propose new members for membership if space allows.
- Shall receive all membership reclassification requests and propose the acceptance of changes at the next scheduled Executive Committee Meeting. She/he will notify the President, Recording Secretary, Treasurer, Computer Registrar and Newsletter Editor of all changes.

New Member Relations Committee

- Shall utilize personal contacts through small group settings to build relations among new members and the Committee members.
- Shall confirm required activities of Provisional members with a report to the President before the March Executive committee meeting.
- Shall maintain ongoing email communication to increase familiarity with upcoming events at general meetings and/or special events during the Club year.
- Shall arrange special workshops to increase confidence on membership responsibilities associated with the Garden Tour or participation in various Standing Committees.
- Shall work with Membership Committee to prepare for New Member Orientation each year.

Nominating Committee

- Shall nominate in good faith, without bias, and for the betterment of the entire Club.
- All nominees should be asked and accept the proposed positions prior to being presented for nomination.

Oral History Committee

- Shall record a profile of each of our previous Presidents and/or Emeritus members, illuminating the early history of each of these persons and highlighting contributions made by that person to the Cape Fear Garden Club and the community.
- Shall prepare the profile through a personal interview and obtain a photo.
- Shall present a written profile to be displayed at meetings and, also, to be filed in a notebook created for this purpose.

Oversight Committee

- Shall maintain a general oversight to the financial well-being of the Club and assure all necessary tax filings are completed and filed timely.
- Shall review all contracts and agreements and approve each prior to being presented to the Executive Committee for approval.
- Shall monitor all legal and financial auditing of the Club.
- Shall consider and review any sites being considered for acquisition.

Photography Committee

- Shall photograph and document the activities of the Club.
- Shall provide a permanent file of each year's activities in an orderly and convenient format to be used by the entire Club when necessary.
- Shall work closely with the News Director, Yearbook Chair, and Department/Committee Chairs.
- Shall obtain proper release form for all photos published.

Program Committee

- Shall provide seven (7) educational General Meeting Programs a year, September thru April except December.
- Shall encourage program input from the general membership, as well as, the Department Chairs.
- Shall include district, state and national garden Club subject matter into the programs to enhance their annual focus, fundraisers, programs, scholarships, etc.

Promotions Committee

- Shall promote the sales of all Club sales materials, including the Belles & Blooms book, Cookbook, note cards & stationery, prints, etc.
- Shall provide an itemized list of all sales materials including inventory, cost, and units sold yearly to the President and Treasurer.

- All reprinting of Club sales materials will be the responsibility of this committee with the approval of the Treasurer. Major expenditures must have Executive Committee approval prior to authorizing work.
- Shall provide adequate storage for all inventoried materials.

Registration Committee

- Shall provide membership sign in sheets and nametags for all general meetings. Shall welcome and encourage members to sign in at general meetings.
- Shall welcome and sign in all guests. Provide nametags and copy the Recording Secretary the name of the guest and sponsoring member attending each general meeting.
- Shall read this information to the general membership during the Program and welcome each.
- Shall provide a copy of all membership sign-in sheets and recap at the end of the year to the incoming President, Treasurer and Membership Chair.

Scholarship Committee

- Shall liaison with both Cape Fear Community College and UNCW
- Shall maintain contact with recipients if recipient desires.

Special Events Committee

- Shall receive and determine all special requests internally and from the community for flower arrangements for special functions.
- Shall promote the Club at special events.

Transportation Committee

- Shall provide transportation to any Club function when needed.
- Shall organize and distribute refreshments from Club activities to members no longer able to attend Club functions.
- Shall assist Yearbook Committee with the delivery of Yearbooks to shut-in members.

Yearbook Committee

- The Yearbook Committee shall assist the Chair in the publication of the annual The Cape Fear Garden Club, Inc. yearbook.

Youth Garden Clubs Committee

- Shall support the activities of all Youth Garden Clubs in their scheduled activities.
- Shall work with children to educate, enlighten, and encourage a better understanding of the earth sciences and how it relates to them.
- Shall encourage the establishment of new registered state youth garden clubs.

Special Committees

- Special committees may be formed by the President annually. The Executive Committee and incoming Presidents may adopt the established Special Committees or dissolve any such committee as she/he sees fit.